

# VILLAGE OF WINNETKA

## Procedural Guidelines for Village Council

### Meetings Adopted October 7, 2025

**Statement of Purpose.** These Guidelines are provided for the use and information of the public, and are intended to ensure that the following goals are achieved:

- that the public is fully informed of all actions taken by the Village Council;
- that the Village Council's deliberations and decision-making are fair and open;
- that members of the Village Council remain accessible to the citizens of the Village and receive their opinions and concerns with respect;
- that those who speak at Village Council meetings respect the time, opinions and rights of others; and
- that order is maintained at all meetings of the Village Council.

#### Meetings.

- **Open Meetings.** All meetings are held in compliance with the requirements of the Open Meetings Act, which includes giving proper notice, posting agendas, maintaining accurate minutes and making all final decisions in public.
- **Meeting Locations and Times.** Unless otherwise posted, all meetings of the Village Council are held at 7:00 p.m. in the Council Chambers on the 2<sup>nd</sup> floor of Village Hall, 510 Green Bay Road.
- **Regular Meeting Days.** Regular meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month
- **Holidays.** If the regular meeting date falls on a legal holiday, or if the meeting cannot be held on the regularly scheduled date for any other reason, such as a general election, the Village Council shall reschedule the meeting for another day. Notice of the rescheduled meeting shall be given as required by the Illinois Open Meetings Act.
- **Study Sessions.** Study sessions are held on the 2<sup>nd</sup> Tuesday of each month. Study sessions afford the Council the opportunity to devote longer periods of time to the in-depth study of specific issues. The outcome of study sessions is generally a directive to Village staff to prepare materials as necessary for formal action at a regular Council meeting.

#### Agendas.

- **Posting.** Agendas are posted by the Village Manager's office at least 48 hours before each Council meeting. Agendas are posted at Village Hall and on the Village's web page: <http://www.villageofwinnetka.org/> (click "Agendas").
- **Contents.** Each agenda contains all items the Council anticipates acting upon at the meeting.
- **Amended Agendas.** From time to time, it is necessary to amend a regularly scheduled meeting agenda between the time it is first posted and the time of the meeting. Amended agendas will be posted in the same manner as the initial agenda. Agendas for special meetings cannot be amended within 48 hours before the time of the meeting.
- **Placing an Item on a Council Agenda.** Any citizen may request that a matter be placed on the agenda by filing a written request with the Village Manager prior to noon on the Wednesday preceding a Regular Council meeting. The written request must state the general nature of the matter and must include any supporting materials the requesting party wishes to be distributed to the Council. The Village President, in the exercise of his or her discretion, may grant or deny the request, or may set the matter on the agenda of a meeting to be held on a date other than the one requested.

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## Meeting Procedures.

- **Approval of Agenda.** Following the call to order of each meeting, the Council may approve the agenda as presented, or may amend the agenda and approve it as amended.
- **Consent Agenda.** Pursuant to the Council's rules of procedures, the Council, at any regular meeting, may take a single roll call vote on any two or more orders, ordinances, resolutions, proclamations or motions that have been placed together in a single group on the agenda for voting purposes, under the designation of "Consent Agenda." At the time of approval of the agenda, any Council member may remove an item from the "Consent Agenda" in which case the rest of the items will be acted on as a whole and the removed item(s) will be voted on separately.
- **Order of Calling Agenda Items.** Items will be discussed in the order listed on the agenda, unless otherwise determined by the Village President.
- **Discussion of Scheduled Agenda Items.** The general procedure for discussing scheduled agenda items is as follows:
  - Staff presentation, followed by Council questions.
  - Presentation by applicant or other interested party(ies), followed by Council questions.
  - Council discussion.
  - Audience comment may be permitted. (See Public Attendance and Participation, below.)
  - Village Staff may provide additional comment following all other speakers.
  - The Village President may allow Council members to ask questions of Village staff or of any speaker at any point in the process.
  - Additional Council discussion.
  - The Village President has the right to change these procedures as she/he determines is necessary to assure an orderly and thorough process.
- **Council Vote.** All actions requiring a vote shall be moved and seconded by a member of the Council.
- **Public Comment:** See Exhibit A Attached.

## Minutes.

- The Village Council keeps minutes of all meetings. As required by the Open meetings Act, minutes include (i) the date, time and place of the meeting, (ii) which members of the public body were present, and which were absent, (iii) a summary of discussion on all matters proposed, deliberated or decided, and (iv) a record of any votes taken.
- Because minutes are a summary record of the Council's discussions and actions, and not a transcript or account of individual statements, speaker requests to append written statements or correspondence to the minutes are not favored. Written statements, correspondence and other written matter presented to the Council will be included in the Village's files rather than in the minutes.
- Copies of the Council's approved minutes are also available on the Village's website at <http://www.villageofwinnetka.org> (click "Meetings & Agendas").

It is hoped that by utilizing these Guidelines, participation will be maximized, both in terms of fairness and organization. If you have any questions concerning these guidelines, please contact Berina Gradjan, Deputy Village Clerk at 847-716-3541.

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## EXHIBIT A

### RULES CONCERNING PUBLIC COMMENT AND PARTICIPATION

#### A. OVERVIEW:

##### 1. Authority

These rules concerning public comment and participation ("**Rules**") are adopted pursuant to Section 2.06 (g) of the Illinois Open Meetings Act ("**OMA**"), and are intended to provide an opportunity for members of the public to address public officials during a public meeting ("**Public Comment Time**").

##### 2. Applicability

These Rules apply to meetings of the Village Council as well as any subsidiary public body of the Village to which the OMA is applicable (collectively, "**Public Bodies**"). These Rules supersede any rules governing public comment at public meetings previously adopted by the applicable Public Body. These Rules are not intended to govern "public hearings" of Public Bodies.

##### 3. Intent

a. Public Comment Time is intended to allow members of the public to address the Public Body on a topic that is germane to matters within the specific purview and jurisdiction of the Public Body.

b. Unlike a "public hearing," at which testimony is presented under oath and may be subject to examination by, and dialogue with, public officials and others in attendance, Public Comment Time is strictly limited to comments made by a speaker to the Public Body. Public Comment Time is not intended to be a forum for open dialogue or engagement. The Public Body is under no obligation to respond to any public comment, or engage with any speaker, during the public meeting. The Presiding Officer may direct the Village Manager or other Village staff to respond to questions or issues raised in a public comment at an appropriate time after the public meeting.

#### B. GOVERNING RULES:

##### 1. Public Comment Required

a. Except as expressly provided in these Rules, the agenda of every regular and special meeting of all Public Bodies must include a reservation of time during the meeting for Public Comment Time.

b. Subject to these Rules, the Presiding Officer will recognize any person desiring to speak during Public Comment Time.

c. Public Comment Time is reserved for comments on matters that are not the subject of a specific agenda item at the same meeting. If a person desires to speak during Public Comment Time about a matter that is the subject of a specific agenda item at the same meeting, public comment will be allowed at the discretion of the Presiding Officer during that agenda item. If no public comment will be allowed during the specific agenda item, then the person must be allowed to speak about the matter during Public Comment Time, subject to these Rules.

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### 2. Time Allotted

- a. The maximum amount of time allocated for Public Comment Time at any meeting is 30 minutes, unless determined otherwise by the Presiding Officer prior to the commencement of Public Comment Time.

In the event that all persons desiring to speak during the Public Comment Time are not able to do so within the time limit allowed, the Presiding Officer may either extend the time allocated for Public Comment Time, or allow for continuation of Public Comment Time after the completion of all other matters on the agenda. If the Presiding Officer decides to extend the time allocated for Public Time or allows for its continuation after other matters on the agenda, that decision may be overruled by a majority vote of the members of the Public Body present at the meeting.

- b. No speaker may speak during the Public Comment Time for more than three minutes, unless the Presiding Officer designates a longer time period for that meeting, which designation must occur prior to the commencement of Public Comment Time on the agenda and must be applicable to all persons making comments during Public Comment Time at that public meeting.
- c. A speaker that is representing, or speaking on behalf of, an individual, group, or association will not be allocated additional time regardless of whether they are speaking for or on behalf of multiple people, unless the Presiding Officer designates a longer time period for that group, which designation must occur prior to the commencement of Public Comment Time on the agenda.
- d. A speaker may not yield time to another speaker.

### 3. Speaker Guidelines and Requirements

- a. Each speaker must state their name in a clear manner so that it can be recorded in the minutes of the meeting.
- b. Speakers will not be required to state their home address; however, the Presiding Officer may ask the speaker to state whether or not they are a resident of the Village.
- c. If a speaker is representing, or speaking on behalf of, an individual, group, or association, the speaker must disclose that representation.
- d. In the interest of promoting the efficient conduct of public business, speakers should refrain from repeating their own comments and comments that have previously been provided to the Public Body by other speakers.
- e. All public comments must be directed to the Presiding Officer and the members of the Public Body, and not to any member of the audience or Village staff.
- f. All speakers should be respectful of the Public Body and the audience members, and should be courteous, polite, and civil.
- g. No speaker may engage in conduct or speech that is imminently threatening to any person, that incites violence, or that is obscene.
- h. No speaker may engage in conduct that is disorderly and that disrupts or interferes with the ability of the Public Body to conduct the public meeting.

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4. Public Comment Procedure
  - a. All persons intending to speak during Public Comment Time must sign up on the Village's written sign up form supplied in the meeting room, and sign that form prior to the commencement of Public Comment Time on the agenda.
  - b. The speaker must speak only from the specific location in the public meeting room designated by the Presiding Officer.
5. Enforcement by the Presiding Officer:
  - a. The Presiding Officer has the authority and the direction to strictly enforce these Rules, and to do so in a fair and consistent manner.
  - b. The Presiding Officer may interrupt a speaker in order to enforce these Rules, and may limit the comments or take the floor from any speaker who the Presiding Officer determines is violating these Rules.
  - c. Any person that the Presiding Officer determines is violating any of these Rules may be required to terminate their comments and vacate the podium or be subject to other action as deemed necessary by the Presiding Officer. Additionally, the Presiding Officer or a majority of the members of the Public Body may require that person to leave the premises of the meeting.
6. Written submissions.
  - a. Any person has the right to provide written comments to any Public Body or any other Village official by addressing those comments to:

Village Clerk  
Village of Winnetka  
510 Green Bay Road  
Winnetka, IL 60093

and delivering the comments via any of the following methods:
    - i. by personal delivery at the front desk of Village Hall between 8:30 a.m. and 5:00 p.m. Monday through Friday, excluding recognized Village holidays;
    - ii. by mail, courier, or any similar delivery service; or
    - iii. by email to [contactcouncil@winnetka.org](mailto:contactcouncil@winnetka.org)
  - b. All written submissions received for the Public Body will be provided to the members of the Public Body. The Presiding Officer may, in the Presiding Officer's sole discretion, elect to read aloud any written comment received by the Public Body during a Public Comment Time of a public meeting, but has no obligation to do so.