

Vernon Township Board Rules of Procedure

I. PROCEDURE FOR REGULAR & SPECIAL MEETINGS

All meetings of the Vernon Township Board of Trustees are governed by the current edition of Robert's Rules of Order. The Township Supervisor shall serve as Chair of all regular and special meetings. In the absence of the Supervisor, their designee shall serve as Chair.

II. PUBLIC PARTICIPATION

Members of the public are encouraged to attend and participate in meetings of the Township Board. Public participation shall be limited to 3 minutes per individual, and individuals should state their full name for the record before speaking. This time may be extended at the discretion of the Chair. Participation by the public is limited to the portion of the meeting designated for such participation, except as otherwise permitted by the Chair.

Written comments will also be accepted and shared with the board members. These comments should be submitted to the Township Clerk at least 24 hours prior to the scheduled board meeting.

III. OPEN MEETINGS ACT/FREEDOM OF INFORMATION ACT

Township meetings will be held in accordance with the Open Meetings Act, and the Board is subject to all requirements and directives therein. In compliance with the Act, all agendas and meeting minutes will be posted on the Township website.

In order to ensure compliance with the Freedom of Information Act, all Board members should refrain from conducting Township business utilizing personal email accounts or personal devices if not on official Township accounts. If such Township business is conducted on personal accounts or devices without being linked to Township accounts, all relevant emails and messages must be preserved and available for production under FOIA. Any questions on FOIA should be directed to the Township FOIA Officer.

IV. AGENDA FOR MEETINGS

The Township Clerk is responsible for preparing the agenda for all regular and special Township Board meetings. The Clerk, in consultation with the Township Supervisor and staff, shall compile agenda items and supporting materials for distribution to the Board and provide them to Board members as soon as practicable in advance of each Board meeting. If a member wishes to add an item to the agenda, they should contact the Township Manager and Supervisor as far in advance of the meeting as possible in order to ensure compliance with the OMA. The items will be added to the agenda at the discretion of the Township Supervisor.

A Consent Agenda may be used to expedite the handling of routine or non-controversial items including approval of minutes, approval of bills, approval of contracts, etc. The Supervisor shall determine whether to place items on the Consent Agenda. Any board member may request that

an item be removed from the Consent Agenda for discussion and such action will not require a board vote. Any item removed will be discussed and can be voted on immediately following the passage of the Consent Agenda.

V. COMPLIANCE WITH STATUTORY REQUIREMENTS

All Board members should comply with all statutory requirements and mandates, including training. The Township Manager, in consultation with the Township Attorney/Ethics Officer, Deputy Township Manager and FOIA officer, shall advise the Board members as to any required training, duties or obligations.

VI. BOARD MEETINGS

All regular meetings shall convene at 7:00 p.m. on the second Thursday of each month, unless notice of a change is provided pursuant to the Open Meetings Act.

Special or emergency meetings of the Vernon Township Board may be called by the Township Supervisor when circumstances warrant; in such cases notice shall be provided pursuant to the Open Meetings Act.

VII. CONSULTATION WITH OR REQUESTS OF STAFF OR CONTRACTED PROFESSIONALS

In an effort to manage workload and resources, Board members should contact the Supervisor, Township Manager or Deputy Manager with requests for staff assistance or prior to consulting with professionals such as the Township Attorney, Township Auditor, PR professionals, etc. who will review and approve such requests as appropriate.

Nothing in this section shall prohibit a Board member or any Township employee from contacting the Ethics Officer or any staff person directly pursuant to the provisions of the Vernon Township Ethics and Whistleblower Protection Ordinance, or pursuant to any other Township ordinance or state statute.

VIII. INCLUSION OF CONTENT ON SOCIAL MEDIA AND IN NEWSLETTER

Requests for items to be included on any Township social media platforms or the Township newsletters must be submitted to the Supervisor and the Deputy Manager, who will review and approve inclusion as appropriate.

IX. ELECTRONIC ATTENDANCE POLICY

If a Board member cannot attend a meeting, they should advise the Township Supervisor and the Township Manager as soon as possible.

If the member wishes to attend the meeting electronically, they shall notify the Township Supervisor and the Township Clerk in writing or via email of their request to attend

electronically no less than 24 hours in advance of the meeting (unless advance notice is impractical).

In accordance with Section 7 of the Open Meetings Act (5 ILCS 120/7), the Vernon Township Board members may attend public meetings of Vernon Township, excluding executive session, by video, if available, or audio conference if the member is prevented from physically attending because of (a) personal illness or disability; (b) employment purposes or business of the Vernon Township; (c) a family or other emergency; or (d) performance of active-duty military as a servicemember. A quorum must be physically present in order for a member to participate electronically. A member attending electronically shall be considered electronically present at the meeting and entitled to vote on any matter before the public body, as if the member were physically present at the meeting.

The Member shall notify the Vernon Township Supervisor and the Vernon Township Clerk in writing or via email of his/her request to attend electronically no less than 24 hours in advance of the meeting (unless advance notice is impractical). After establishing that a quorum is physically present at the meeting, the Township Supervisor (or presiding officer) shall state that a member requested to participate in the meeting electronically. The member will be authorized to attend electronically unless the public body determines, by motion, that the notice does not comply with the requirements outlined herein. If no such motion is adopted, the presiding officer shall declare the requesting member present.

X. PUBLIC RECORDING OF MEETINGS

A member of the public may record the proceedings at meetings required to be open by the Open Meetings Act so long as the method of recording used is reasonable and not disruptive. These recordings are subject to the following rules:

- a. The Supervisor or their designee shall designate a location for recording equipment.
- b. The Supervisor or their designee shall prohibit the recording of any audience member who objects to the recording of their comments or participation.
- c. No recording shall be used for a commercial for-profit enterprise without the written approval of the Supervisor.
- d. The Supervisor or their designee may impose additional rules or limitations of any recording they feel necessary to preserve the orderly operation and decorum of a meeting.
- e. The Supervisor or their designee shall order the immediate termination of any recording which is disruptive, distracts, disturbs or is offensive to the public body or audience members.
- f. Nothing in these rules shall be deemed to grant permission to publish or broadcast the recording of any individual audience member.

XI. AMENDMENTS TO THESE RULES OF PROCEDURE

Additions, changes or amendments to these rules of procedure require a majority vote of the Board of Trustees.

XII. POWERS OF TOWNSHIP BOARD

The Township Board draws its powers, duties and obligations from the Illinois Township Code and all actions taken by the Board shall be consistent with the provisions therein.

Updated February 12, 2026