



Village of Hanover Park Administration

Municipal Building
2121 West Lake Street, Hanover Park, IL 60133
630-823-5600 tel 630-823-5786 fax

hpil.org

Village President
Rodney S. Craig

Village Clerk
Eira L. Corral Sepúlveda

Trustees
Liza Gutierrez
James Kemper
Herb Porter
Bob Prigge
Rick Roberts
Sharmin Shahjahan

Village Manager
Juliana A. Maller

VILLAGE OF HANOVER PARK **PUBLIC NOTICE OF SPECIAL MEETING OF THE VILLAGE BOARD**

Public Notice is hereby given pursuant to the Open Meetings Act - Illinois Compiled Statutes, Chapter 5, Act 120, Section 1.01 (5 ILCS 120/1.01 et seq.) that the

Village Board of the Village of Hanover Park
(Name of public body)

HAS SCHEDULED A SPECIAL MEETING FOR *December 17, 2020 AT 6:00 p.m.*

Virtual Meeting
(Location)

Agenda Attached

Posted on : 12-11-20
(Date)

By *Eira L Corral Sepúlveda*
Eira L. Corral Sepúlveda, Village Clerk



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VILLAGE OF HANOVER PARK VILLAGE BOARD SPECIAL WORKSHOP MEETING

Held pursuant to 7(e) of the Open Meetings Act (5 ILCS 120/7(e))

**AUDIO AND VIDEO CONFERENCE
(also including in-person attendance)
2121 W. Lake Street, Hanover Park, IL 60133**

**Thursday, December 17, 2020
6:00 p.m.**

As the Village of Hanover Park continues to follow social distancing requirements and guidelines established in Governor Pritzker's Restore Illinois Plan: the Governor has issued a disaster declaration related to a public health disaster throughout all of the State of Illinois as defined in Section 4 of the Illinois Emergency Management Act; and the Village President has determined that an in-person meeting conducted under the Open Meetings act is not practical or prudent because of the disaster, accordingly the Village Board public meeting will be held by audio and video conference (in-person attendance is also available) without the requirement of a quorum being present.

Live Stream Audio

The meeting audio will be live streamed via Facebook. Please click this URL to join the video:
www.facebook.com/VillageofHanoverPark.

Dial in option:

US: (312) 626-6799
Webinar ID: 942 6332 0350
Password: 742320

Public Comment:

If you would like to comment on an agenda item, please submit your comments online at: www.hpil.org/publiccomment.

Individuals who wish to have their comments read into the public record are limited to 200 words or less. Public comments must be received by 5:00 PM the day of the meeting.

Individuals with no access to email may leave a message with the Office of Village Clerk Eira L. Corral Sepulveda Office at 630-823-5601.

Persons who are present at the meeting location can hear all discussion and testimony and all votes of the Village Board.

AGENDA

- 1. CALL TO ORDER – ROLL CALL - VILLAGE PRESIDENT STATES NATURE OF THE EMERGENCY**
- 2. ACCEPTANCE OF AGENDA**
- 3. DISCUSSION ITEMS**
 - a. Rules of Order of the Village Board as it Relates to Minutes
- 4. ADJOURNMENT**



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December 11, 2020

To: Village Board
Village Clerk Eira Corral Sepulveda

The undersigned Village President has determined that an in-person meeting conducted under the Open Meetings Act for the Village Board Special Meeting (Workshop) and Village Board regular meeting, both scheduled for December 17, 2020 at 6:00 p.m. and 7:00 p.m. respectively, are not practical or prudent because of the COVID-19 emergency and disaster as reflected in the Governor's statewide and the Village President's disaster declarations, which are both currently in effect and will be on December 17, 2020.

In particular, the Governor, on Friday, November 13, 2020, issued Executive Order 2020-71, concerning the 550,000 and growing infected Illinois residents and approximately 10,500 loss of life from the Pandemic, and reissued 45 Executive Orders relating to COVID-19 including Section 6 of Executive Order 2020-7 concerning relaxing in person meeting requirements which was extended by his Order 71 to December 12, 2020. Further, the Governor, has resumed holding daily news briefing wherein his COVID-19 reports indicate Illinois' COVID-19 statistics are showing progression and they are of heightened concern. The Governor has sought more effort from local officials to better enforce social distancing and show more concern for health rules and regulations concerning the spread of COVID-19.

Accordingly, the December 17, 2020 special and regular Village Board meetings will be held pursuant to the requirements of Section 7(e) of the Open Meetings Act 5ILCS 120/7(e).

Rodney S. Craig, Village President



Hanover Park ^{USA}

AGENDA MEMORANDUM

TO: Village President and Board of Trustees

FROM: Juliana A. Maller, Village Manager

SUBJECT: Rules of Order of the Village Board as it Relates to Minutes

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: December 17, 2020 – Board Workshop

Executive Summary

The Village Board is requested to discuss the Rules of Order of the Village Board as it relates to minutes.

Discussion

Village President Craig, Trustee Kemper and Trustee Gutierrez have requested a Board Workshop to discuss the Rules of Order as it relates to minutes.

Recommended Action

For discussion purposes.

Attachments: Rule 21 from Rules of Order of the Village Board
Illinois Statute
IML Handbook Excerpt – Content of Minutes

Budgeted Item:	___ Yes ___ No
Budgeted Amount:	\$N/A
Actual Cost:	\$
Account Number:	

Agreement Name: _____

Executed By: _____

21. Minutes.

- A. Procedure – Village Clerk. The Village Clerk shall keep minutes of all official meetings of the Corporate Authorities, which shall be reduced to writing. The Village Clerk shall distribute a draft of the minutes to every member of the Corporate Authorities. Unless directed by the Corporate Authorities, the minutes shall not be read prior to adoption. Any person may rise to point out errors or omissions in the draft, and additions and corrections shall be made prior to adoption upon motion by any Trustee or at the request of the Village Clerk. The minutes as approved by motion constitute the official journal of the proceedings of the President and Board of Trustees of the Village.
- B. Contents. The minutes shall include all motions made and all actions taken by the Corporate Authorities, including the maker and second and shall indicate all matters taken up, even when no action is taken. All roll call votes shall be recorded and voice votes so indicated. All persons presenting matters or speaking to any item shall be indicated. All rulings shall be noted. Summaries of points made and discussions shall be included at the direction of the Corporate Authorities. Any member of the Corporate Authorities may dissent from any have the reasons therefore included in the minutes.
- C. Subsequent Additions and Corrections. If any errors or omissions are discovered in minutes previously approved, such minutes may be corrected by a written correction thereto adopted by a majority of at least four affirmative votes, with at least one-week prior distribution of the proposed correction. The Village Clerk shall distribute to the members of the Corporate Authorities a statement of the correction and the reason therefore. It shall not be necessary to reconsider the approval of the minutes previously adopted. However, no minutes shall be corrected so as to indicate a change in the result of any vote on any ordinance, budget, or expenditure item or contract approval from the result announced by the President at the meeting.
- D. Recordings. The Village Clerk may cause all open meetings of the Corporate Authorities to be recorded by tape or other sound recording means for the purpose of preparing the official minutes of the meeting. The recordings shall be public records, however, they shall not be official records of the meetings, nor constitute the official minutes. Any defect in such recordings or failure to fully record any meeting shall not affect the validity of such meeting or any action taken thereat.



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Because the statute database is maintained primarily for legislative drafting purposes, statutory changes are sometimes included in the statute database before they take effect. If the source note at the end of a Section of the statutes includes a Public Act that has not yet taken effect, the version of the law that is currently in effect may have already been removed from the database and you should refer to that Public Act to see the changes made to the current law.

(5 ILCS 120/2.06) (from Ch. 102, par. 42.06)

Sec. 2.06. Minutes; right to speak.

(a) All public bodies shall keep written minutes of all their meetings, whether open or closed, and a verbatim record of all their closed meetings in the form of an audio or video recording. Minutes shall include, but need not be limited to:

(1) the date, time and place of the meeting;

(2) the members of the public body recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and

(3) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

(b) A public body shall approve the minutes of its open meeting within 30 days after that meeting or at the public body's second subsequent regular meeting, whichever is later. The minutes of meetings open to the public shall be available for public inspection within 10 days after the approval of such minutes by the public body. Beginning July 1, 2006, at the time it complies with the other requirements of this subsection, a public body that has a website that the full-time staff of the public body maintains shall post the minutes of a regular meeting of its governing body open to the public on the public body's website within 10 days after the approval of the minutes by the public body. Beginning July 1, 2006, any minutes of meetings open to the public posted on the public body's website shall remain posted on the website for at least 60 days after their initial posting.

(c) The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after:

(1) the public body approves the destruction of a particular recording; and

(2) the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section.

(d) Each public body shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. The failure of a public body to strictly comply with the semi-annual review of closed session written minutes, whether before or after the effective date of this amendatory Act of the 94th General Assembly, shall not cause the written minutes or related verbatim record to become public or available for inspection in any judicial proceeding, other than a proceeding involving an alleged violation of this Act, if the public body, within 60 days of discovering its failure to strictly comply with the technical requirements of this subsection, reviews the closed session minutes and determines and thereafter reports in open session that either (1) the need for confidentiality still exists as to all or part of the minutes or verbatim record, or (2) that the minutes or recordings or portions thereof no longer require confidential treatment and are available for public inspection.

(e) Unless the public body has made a determination that the verbatim recording no longer requires confidential treatment or otherwise consents to disclosure, the verbatim record of a meeting closed to the public shall not be open for public inspection or subject to discovery in any administrative or judicial proceeding other than one brought to enforce this Act. In the case of a civil action brought to enforce this Act, the court, if the judge believes such an examination is necessary, must conduct such in camera examination of the verbatim record as it finds appropriate in order to determine whether there has been a violation of this Act. In the case of a criminal proceeding, the court may conduct an examination in order to determine what portions, if any, must be made available to the parties for use as evidence in the prosecution. Any such initial inspection must be held in camera. If the court determines that a complaint or suit brought for noncompliance under this Act is valid it may, for the purposes of discovery, redact from the minutes of the meeting closed to the public any information deemed to qualify under the attorney-client privilege. The provisions of this subsection do not supersede the privacy or confidentiality provisions of State or federal law. Access to verbatim recordings shall be provided to duly elected officials or appointed officials filling a vacancy of an elected office in a public body, and access shall be granted in the public body's main office or official storage location, in the presence of a records secretary, an administrative official of the public body, or any elected official of the public body. No verbatim recordings shall be recorded or removed from the public body's main office or official storage location, except by vote of the public body or by court order. Nothing in this subsection (e) is intended to limit the Public Access Counselor's access to those records necessary to address a request for administrative review under Section 7.5 of this Act.

(f) Minutes of meetings closed to the public shall be available only after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential, except that duly elected officials or appointed officials filling a vacancy of an elected office in a public body shall be provided access to minutes of meetings closed to the public. Access to minutes shall be granted in the public body's main office or official storage location, in the presence of a records secretary, an administrative official of the public body, or any elected official of the public body. No minutes of meetings closed to

the public shall be removed from the public body's main office or official storage location, except by vote of the public body or by court order. Nothing in this subsection (f) is intended to limit the Public Access Counselor's access to those records necessary to address a request for administrative review under Section 7.5 of this Act.

(g) Any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.

(Source: P.A. 99-515, eff. 6-30-16.)

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Craig, Rod

From: Patrick W Hayes <phayes@iml.org>
Sent: Monday, December 7, 2020 10:34 AM
To: Craig, Rod
Subject: Clerks Minutes

Mayor Craig,

I have copied excerpts from the Illinois Municipal Handbook which addresses minutes of meetings. By way of summary: the municipality's procedural rules may be modified to direct the clerk to limit the content of the minute entries for public speaking to the speaker and topic, or some other level of detail the council is comfortable with including in the minutes. The public comment portion of the meeting does not have to be detailed in the minutes. Prior to approval, the minutes may be corrected by motion. The clerk should be completing minutes within 30 days.

Please feel welcome to contact me with additional questions if the excerpts below do not provide sufficient detail. Thanks.

Content of Minutes

Section 2.06 of the Open Meetings Act requires municipalities, and their committees, to keep written minutes of all their open and closed meetings. The minutes of the meeting must include: (1) the date, time and place of the meeting; (2) the members of the public body recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and (3) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.^[1]

The minutes should generally consist of a record of what took place and nothing else. Speeches, discussions, or statements should not be copied into the minutes, except when the council rules provide for statements explaining votes, when the council may so order in exceptional cases, or when such information is necessary to understand what took place at the meeting. Full texts of communications, reports, etc., should not be included except in unusual instances when the council instructs the clerk to include them. Although the minutes should be kept as brief as possible, the clerk must always keep in mind that matters discussed by the council should not be recorded in the minutes in a shorthand manner. Notations such as "council discussed Johnson property" or "council discussed Mr. Baker's bill" should be avoided. If the matter is of sufficient importance to be included in the minutes, the location of the "property" or the reason for the "bill" should be set out in full.

The minutes should be prepared so that someone reading them 10 years after the meeting would understand the substance of the matters discussed and the action taken on them. Motions should be included in full. Other items, such as ordinances, should appear with their full descriptive titles. The minutes, also known as a "journal," should also show all votes and roll calls. The minutes should not be a verbatim account of everything said during the meetings, but should only provide an adequate record of official action. The corporate authorities have the legal right to cause more detailed minutes to be prepared and approved should they require them. The journal should carefully specify the date and place of meeting. The use of proper terminology is an important factor in the clarity of the minutes. All minutes are "approved," not "accepted." Motions are to "pass" ordinances, not to "adopt" or "approve" them. The mayor "approves" ordinances by signing them. Expenditures are "authorized." Voting is accomplished by "voice vote" or "roll call vote." The failure to record roll call votes in minutes, when such votes are required for passage of matters in a meeting, may lead to an otherwise properly taken action being declared void by a court.^[2]

Approval of Open Meeting Minutes; Posting on Websites

Open meeting minutes must be approved within 30 days after that meeting or at the public body's second subsequent regular meeting, whichever is later.^[3] Open meeting minutes must be made available for public inspection within 7 days after the minutes are approved or accepted by the governing body.^[4] A municipality with a full-time staff maintaining its website must post its regular meeting minutes on the website within 10 days after they are approved. They must remain posted on the website for at least 60 days after their initial posting.

The Illinois Municipal Handbook is undergoing a revision, and a new edition will be available for purchase early next year.

Here is the link to that resource if you want to purchase the 2018 edition: [Illinois Municipal Handbook](#).

Patrick W. Hayes | General Counsel

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