

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

DISTRICT # _____

Resolution or Ordinance (Blue) Waiver of First Requested _____
 Recommendations of Boards, Commissions & Committees (Green)
 Other Business (Pink)

TO : PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott Niehaus, Village Manager

DATE : February 12, 2025 B of T February 20, 2025

SUBJECT: Ordinance Amending Lombard Village Code in Regard to Board of Trustees Regular Meeting Agendas

SUBMITTED BY: Nicole Aranas, Deputy Village Manager

BACKGROUND/POLICY IMPLICATIONS:

An ordinance amending Village Code providing for a manner by which elected officials may place items onto a Village Board agenda.

Fiscal Impact/Funding Source:

Review (as necessary):

Finance Director _____ Date _____
Village Manager _____ Date _____

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda distribution.

Submit ordinance village board items for agenda 2025



MEMORANDUM

TO: Scott Niehaus, Village Manager
FROM: Nicole P. Aranas, Deputy Village Manager
DATE: February 12, 2025
SUBJECT: **Ordinance Amending Lombard Village Code in Regards to Board of Trustees Regular Meeting Agendas**

Attached please find information pertaining to a proposed ordinance relating to rules for preparation items on a Village Board Agenda. Section 30.05 Rules, currently provides for preparation of a consent agenda. The proposed amendments address the manner by which elected officials may place items onto a Village Board agenda.

Under the amendments to Section 30.05(A), the Village President or any two (2) Trustees may add an item to the agenda by submitting a written request to the Village Manager. Such request must be made sixty (60) days prior a regular Village Board meeting. Under the current provisions of the ordinance, there is no formal mechanism detailed for procedures and time frame for placement of agenda items by elected officials onto Board meeting agendas.

Further, the proposed ordinance provides that items placed onto the agenda may be referred to a committee by the Board for review, discussion, and recommendation. Such referral to committee may be made by majority of present voting Board members. If the item is not recommended for approval at the committee level, the item may still be eligible for placement on a Village Board agenda under the same rules and process as above.

The proposed ordinance leaves the existing provisions of Section 30.05(A) in tact. Essentially, the subsection on rules provides that the Village Manager shall prepare an agenda in advance of each regular meeting. Further, the prepared agenda may include items on a consent agenda that may be enacted by one roll call vote without separate discussion. That being said, any Board member may request separate consideration of any consent agenda item, which shall cause the item to be remove from the consent agenda for separate action.

The proposed ordinance is presented for your consideration and approval. Should there by any issues, questions, or concerns in regards to the proposed ordinance and amendments to the Village Code in regards to Board of Trustees agendas, please do not hesitate tor reach out.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING TITLE III, CHAPTER 30,
ARTICLE I, SECTION 30.05 OF THE LOMBARD VILLAGE CODE IN
REGARD TO BOARD OF TRUSTEES REGULAR MEETING AGENDAS**

BE IT ORDAINED by the President and Board of Trustees of the Village of Lombard, DuPage County, Illinois, as follows:

SECTION 1: That Title III, Chapter 30, Article I, Section 30.05(A) of the Lombard Village Code, is hereby amended to read in its entirety as follows:

“(A) *Rule 1. Agenda.* Prior to each regular meeting, the Village Manager shall cause to be prepared an agenda. The President or any two (2) Trustees may add an item to the agenda by submitting a written request to the Village Manager no later than sixty (60) days prior to the regular Village Board meeting. The agenda may include a consent agenda. The consent agenda may include agenda items considered routine. All items listed on such a consent agenda will be enacted by one roll call vote with no separate discussion of these items. However, if any Board member requests separate consideration of any consent agenda item, that item shall be removed from the consent agenda for separate action at some other place on the agenda.

Any item placed on the agenda maybe be referred to an appropriate committee for further review, discussion and recommendation before consideration by the Village Board. Such a referral may be made by a majority vote of the members of the Village Board present and voting. In the event that the item is not recommended for approval at the committee level, it may still be eligible for placement on a Village Board agenda under the same process as outlined above.

The format for the agenda shall be determined by resolution of the Board of Trustees.”

SECTION 2: All ordinances, resolutions and policies, or parts of ordinances, resolutions or policies, in conflict with the provisions of this Ordinance, to the extent of such conflict, are repealed.

SECTION 3: That this Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form, as provided by law.

Passed on first reading this _____ day of _____, 2025.

First reading waived by action of the Board of Trustees this ___ day of _____, 2025.

Passed on second reading this _____ day of _____, 2025, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me this _____ day of _____, 2025.

Keith Giagnorio, Village President

ATTEST:

Elizabeth Brezinski, Village Clerk

Published by me in pamphlet form this _____ day of _____, 2025.

Elizabeth Brezinski, Village Clerk