

**A MOTION MADE BY THE VILLAGE BOARD
OF THE VILLAGE OF WESTCHESTER
August 13, 2013**

**MOTION TO RATIFY THE BY-LAWS ADOPTED BY THE
CITIZENS ADVISORY BOARD**

PASSED this 13th day of August, 2013, pursuant to a roll call vote as follows:

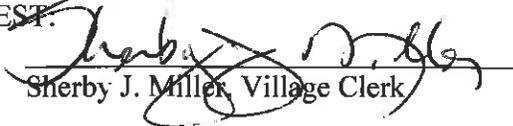
Angelo C. Calcagno	<u>Aye</u>	Celestine Reda	<u>Aye</u>
Paul Gattuso	<u>Aye</u>	Nick Steker	<u>Absent</u>
Frank Perry	<u>Aye</u>	Tom Yurkovich	<u>Aye</u>
		President Pulia	<u>Aye</u>

APPROVED this 13th day of August, 2013.



Sam D. Pulia, Village President

ATTEST:



Sherby J. Miller, Village Clerk



Village of Westchester

10300 ROOSEVELT ROAD, WESTCHESTER, IL 60154

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Citizens Advisory Board By-Laws June 23, 2013

ARTICLE I – GENERAL PROVISIONS

1. These rules are supplementary to the provisions of the Code of Ordinances of the Village of Westchester, as they relate to the procedure of the Citizens Advisory Board (CAB).
2. No member of the Citizens Advisory Board who has a conflict of interest in a matter before the Committee shall vote thereon.
3. Nothing herein shall be construed to give or grant to the Citizen Advisory Board the power or authority to change or alter Village of Westchester Ordinances or Code, including the Zoning Map. This authority is reserved to the Village of Westchester President and Board of Trustees.
4. The Village Attorney shall be consulted in cases where the powers of the Citizen Advisory Board are not clearly defined. Such inquiry shall first be directed to the Village Manager.
5. Roberts Rules of Order shall be the official rules of the Citizen Advisory Board except when they are in conflict with the officially adopted bylaws.
6. Inquiries by the media should be directed to the the Village Manager.

ARTICLE II – MEMBERS

1. The Citizens Advisory Board shall be composed of 7 members who shall be appointed by the Board of Trustees.
2. When a member of the Citizen Advisory Board has missed three (3) consecutive meetings, the Chairman will reqt staff to prepare a letter to the Village President for signature by the Village President requesting the resignation of that individual from the Citizen Advisory Board .

ARTICLE III - OFFICERS AND THEIR DUTIES

1. Chairman

The members of the committee shall elect a member of the Committee to serve as the Chairman for a term of 12 months. The Chairman shall:

- a. Preside at all meetings of the CAB .
- b. Have general charge of the business of the CAB
- c. When authorized by action of the CAB , sign and seal in its name documents as required by law.
- d. Appoint all subcommittees of the CAB
- e. Perform such other duties as are usually exercised by the Chairman, as authorized by the Ordinances of the Village of Westchester.

2. Administrative Secretary

The members of the committee shall elect a member of the Committee to serve as the Administrative Secretary of the CAB. The Administrative Secretary or designee shall:

- a. Attend all regular and special meetings of the CAB and shall transcribe and maintain a record of all Committee minutes of the same.
- b. Publish all meeting agendas and post minutes in accordance with the Illinois Open Meetings Act.

In the event of the absence of the Administrative Secretary at any meeting, the Chairman shall appoint a temporary Administrative Secretary.

ARTICLE III – MEETINGS

1. Regular meetings of the Citizens Advisory Board shall be held on the second Wednesday of each month. Meetings shall start at 7pm at the Westchester Village Hall, 10300 Roosevelt Road, unless such day shall be a recognized holiday. In that event, the regular meeting shall be held at such time as the Chairman may designate.
2. Regular meetings may be postponed by the Chairman or changed to another date, provided that adequate public notice is given, and all members notified.

3. Special meetings of the CAB for a stated cause may be called by the Chairman at a regular meeting. Special meetings of the CAB may be continued at such time and place as may be fixed at the regular meeting.

Special meetings of the CAB may also be called by the Chairman upon the written request of at least four (4) members of the CAB . In this instance, theCAB members shall be given a minimum of seven (7) days notice prior to such special meeting (excluding a special meeting called at a regular meeting).

Proper public notice shall be given for all special meetings, as provided by law.

4. All meetings shall be open to the public, except for those, which may be closed under the provision of the Illinois Compiled Statutes, 5ILCS102 – Open Meetings Act.
5. The CAB shall keep written records of its proceedings, which shall be maintained in the Village Hall at 10300 Roosevelt Road and open to inspection by the Village Board and the public at all times, pursuant to the Illinois Freedom of Information Act.
6. A quorum shall consist of a simple majority of the CAB members for any regular or special meeting, and is required for any decision, determination, or official action by the CAB . A vote by a simple majority of those present shall be sufficient for approval of any decision.

ARTICLE IV – ORDER OF BUSINESS

1. All meetings of the Committee shall proceed as follows:
 - a. Call to Order
 - b. Pledge of Allegiance
 - c. Roll Call
 - d. Opening Public Participation and Comments
 - e. Approval of Minutes of Previous Meetings
 - f.
 - g.
 - h. Old Business
 - i. New Business
 - j. Adjournment

ARTICLE VII – AMENDMENT OF BYLAWS

1. These rules may be amended by an affirmative majority vote of the members of the CAB .
2. The proposed amendment must be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.
3. These rules may be suspended for due cause upon the affirmative vote of a simple majority of the CAB .

