
**THE CITY OF BLUE ISLAND
COOK COUNTY, ILLINOIS**

**RESOLUTION
NUMBER 2019-030**

**A RESOLUTION OF THE CITY OF BLUE ISLAND, COOK COUNTY,
ILLINOIS ADOPTING RULES OF ORDER AND PROCEDURE FOR
THE CITY COUNCIL PURSUANT TO 65 ILCS 5/3.1-40-15 OF THE
ILLINOIS MUNICIPAL CODE.**

**DOMINGO F. VARGAS, Mayor
Randy Heuser, City Clerk**

**DEXTER JOHNSON
FRED BILOTTO
NANCY RITA
TOM HAWLEY
MICHAEL MECH
CANDACE CARR
ALECIA SLATTERY**

**ANNETTE ALEXANDER
WILLIAM CAZARES
KEVIN DONAHUE
BILL FAHRENWALD
JOHNNY RINGO HILL
RAEANN CANTELO-ZYLMAN
JAMES KLINKER**

Aldermen

RESOLUTION NO. 2019-030

**A RESOLUTION OF THE CITY OF BLUE ISLAND, COOK COUNTY, ILLINOIS
ADOPTING RULES OF ORDER AND PROCEDURE FOR THE CITY COUNCIL
PURSUANT TO 65 ILCS 5/3.1-40-15 OF THE ILLINOIS MUNICIPAL CODE**

WHEREAS, the City of Blue Island, Cook County, Illinois (the “*City*”) is a duly organized and existing city created under the provisions of the laws of the State of Illinois and is now operating under the provisions of the Illinois Municipal Code, and all laws amendatory thereof and supplementary thereto, with full powers to enact ordinances and adopt resolutions for the benefits of the residents of the City; and

WHEREAS, the Mayor and the City Council (the “*Corporate Authorities*”) are committed to ensuring the effective administration of government; and

WHEREAS, the Illinois Municipal Code directs city councils to determine their own rules of procedure to ensure orderly deliberations and proceedings, 65 ILCS 5/3.1-40-15; and

WHEREAS, the Corporate Authorities now wish to adopt such rules of procedure to govern the City’s council and committee meetings.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Blue Island, Cook County, Illinois as follows:

Section 1. That the above recitals and legislative findings are found to be true and correct and are hereby incorporated herein and made a part hereof, as if fully set forth in their entirety.

Section 2. That pursuant to 65 ILCS 5/3.1-40-15 of the Illinois Municipal Code, the City Council hereby adopts the “Rules of Procedure of the City Council of the City of Blue Island,

Illinois” as described and depicted in Exhibit A, which is attached hereto and made a part hereof; and that the Corporate Authorities hereby find and determine that the foregoing conforms in all respects with Illinois law.

Section 3. The officials, officers, and employees of the City shall take all action necessary or reasonably required to carry out, give effect to and consummate this Resolution and shall take all action necessary in conformity therewith. The officials, officers, and employees of the City are specifically authorized and directed to draft and disseminate any and all necessary forms to be utilized in connection with this Resolution.

Section 4. If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any other provision of this Resolution.

Section 5. All ordinances, resolutions, motions or orders in conflict with this Resolution are hereby repealed to the extent of such conflict.

Section 6. This Resolution shall be in full force and effect upon its passage, approval and publication as provided by law.

[Left intentionally blank]

ADOPTED this 16th day of July, 2019, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT	ABSTAIN
Alderman Johnson		X			
Alderman Alexander	X				
Alderman Bilotto	X				
Alderman Cazares			X		
Alderman Rita	X				
Alderman Donahue	X				
Alderman Hawley			X		
Alderman Fahrenwald		X			
Alderman Mech	X				
Alderman Hill	X				
Alderman Cantelo-Zylman	X				
Alderman Carr	X				
Alderman Slattery	X				
Alderman Klinker	X				
Mayor Vargas					
TOTAL	10	2	2		

APPROVED by the Mayor on July 16, 2019.

DOMINGO F. VARGAS
 MAYOR OF THE CITY OF BLUE ISLAND,
 COUNTY OF COOK AND STATE OF ILLINOIS

ATTESTED and Filed in my office this
 16th day of July, 2019.



RANDY HEUSER, CITY CLERK

Exhibit A

**RULES OF PROCEDURE OF THE CITY COUNCIL OF
THE CITY OF BLUE ISLAND, ILLINOIS**

Adopted July, 2019

The following rules of order and procedure shall govern the deliberations and meetings of the council and the committees thereof. These rules are adopted pursuant to the council's duty to determine its own rules of proceeding to ensure orderly and productive meetings. (*See 65 ILCS 5/3.1-40-15*).

1. Meetings. The regular meetings of the city council shall be held on the second and fourth Tuesday in each month of the year, except that during December, the City Council shall meet on the second and third Tuesdays.

Any regular meeting falling on a legal holiday shall be held on the next following weekday rather than weekend day at the same hour and place.

Special meetings may be called as provided in Section 30.03 of the Code of Blue Island, Illinois.

2. Presiding Officer. The mayor shall chair all meetings of the council, and may vote as provided under Division 40 of Article 3.1 of the Illinois Municipal Code.

If the mayor is temporarily absent because of an incapacity to perform official duties, but the incapacity does not create a vacancy in the office, the corporate authorities shall elect one of their members to act as mayor pro tem. The mayor pro tem, during this absence or disability, shall perform the duties and possess all the rights and powers of the mayor but shall not be entitled to vote both as mayor pro tem and as alderman. (*See 65 ILCS 5/3.1-35-35(a)*).

In the absence of the mayor and mayor pro tem, the corporate authorities may elect one of their members to act as a temporary chairman. The temporary chairman shall have only the powers of a presiding officer and a right to vote only in the capacity as alderman on any ordinance, resolution, or motion. (*See 65 ILCS 5/3.1-35-35(b)*).

The clerk or, in the clerk's absence, a member of the council or a recording secretary shall ask for a nomination of the mayor pro tem or temporary chairperson. If the nomination is seconded, the clerk shall then call the roll, and the nomination shall be approved if the nominee receives a majority vote of the members present.

Each meeting of the council shall convene at the time appointed for the meeting, as provided by ordinance. The clerk or, in the clerk's absence, a member of the council or a recording secretary shall thereupon immediately

call the roll of members. If no quorum is present, the council need not thereby stand adjourned, but the members present shall be competent, by majority vote, to adjourn or recess the council to another time or date prior to the next regularly scheduled meeting.

If no quorum is present and the members present desire to compel the attendance of absent members, they themselves, or by their agents, shall attempt to communicate the call to the session personally to the absentees.

A vacancy in the office of the mayor shall be filled pursuant to the relevant section of the Illinois Municipal Code. (See 65 ILCS 5/3.1-10-50).

3. Quorum — Order of Business. A quorum for the transaction of business shall consist of a majority of the city council or, for committees, a majority of the standing committee of the city.

4. Agenda. Any item on the agenda may be discussed and/or acted on. At regular meetings, items not yet considered by a committee, may only be discussed and referred to the applicable committee, and they cannot be acted on. Items that have been acted on by a committee may be discussed and acted on at the regular meeting. For special meetings, only those items set forth in the notice of the meeting can be discussed or acted on. Committee chairs may request that items be added to an agenda for consideration at regular or special meetings. Aldermen wishing to add an item to a city council meeting agenda must first seek to add the item to the agenda for the applicable committee. Such items shall only appear on a city council meeting agenda if approved at the committee level.

The order of business for council meetings shall be as follows:

- I. call to order by presiding officer;
- II. pledge of allegiance to flag;
- III. roll call;
- IV. presentation/approval of minutes/journal proceedings;
- V. public comment;
- VI. reports of elected city officials:
 - a. Mayor
 - b. Clerk
 - c. Treasurer;
- VII. reports of standing committees/presentations/resolutions/ordinances/action items:

- a. Community Development Committee
- b. Finance Committee
- c. Public Health & Safety Committee
- d. Municipal Services Committee
- e. Judiciary Committee;

VIII. aldermanic announcements/comments;

IX. executive session;

- a. Purchase or Lease of Real Property, 5 ILCS 120/2(c)(5),
- b. Setting of a Price for the Sale or Lease of Property, 5 ILCS 120/2(c)(6)
- c. Pending Litigation, 5 ILCS 120/2(c)(11)
- d. Probable or Imminent Litigation, 5 ILCS 120/2(c)(11)
- e. Salary Schedules for one or More Classes of Employees 5 ILCS 120/2(c)(2)
- f. Employment, Compensation, Discipline, Performance or Dismissal of Certain Employees, 5 ILCS 120/2(c)(1)
- g. Collective Bargaining Negotiations Matters 5 ILCS 120/2(c)(2)
- h. Discussion of Minutes of Meetings Closed under the Open Meetings Act, 5 ILCS 120/2(c)(21)
- i. Security Procedures, 5 ILCS 120/2(c)(8)

X. adjournment.

Except in cases of a bona fide emergency as determined by a majority of the council, no item may be acted on which appears on the agenda without having first been considered by the standing committee having jurisdiction over the matter. All items to be acted on by the council or appearing on the agenda shall be presented by the chairperson of the standing committee having jurisdiction over the matter, unless otherwise provided herein.

5. Duties of the Presiding Officer. The presiding officer shall preserve order and decorum and may speak to points of order in preference to other members and shall decide all questions of order subject to appeal. The presiding officer may speak to matters being considered by the council without relinquishing the chair. If the presiding officer refuses to allow the aldermen to exercise their right to appeal a decision of the presiding officer, the aldermen may consider and pass on the matter in spite of the presiding officer's failure to recognize the right to an appeal.

In case of any disturbances or disorderly conduct that disrupts the meeting, the presiding officer shall have the power to require the chamber to be cleared of persons causing the disruptive behavior, subject to appeal. Unless they are

participating in the disturbance, members of the press should be allowed to continue to observe the meeting.

6. Duties of Members. While the presiding officer is putting the question, no member shall walk across or out of the council chamber.

Every member, previous to speaking, making a motion, or seconding a motion, shall address the presiding officer and seek recognition and shall not proceed with any remarks until recognized and named by the mayor. However, the refusal by the mayor to recognize and name a member shall be subject to appeal. If the decision by the mayor to refuse to recognize the member is overturned, the member may proceed with the remarks as if the member had been recognized by the mayor. The member shall confine remarks to the question under debate, refraining from impugning the motives of any other member's argument or vote. When two or more members address the chair at the same time, the presiding officer shall name the member who is first to speak.

To ensure orderly and constructive meetings, the Illinois Municipal Code obligates the council to require that all members abide by these rules of order and procedure. (*See* 65 ILCS 5/3.1-40-15).

7. Nonmembers. Except during the time allotted for public discussion and comment, no person other than a member of the council, city clerk, or city treasurer shall address that body, except with the consent of five of the members present.

8. Presentation of New Business and Deferment. Upon the request of any five aldermen present, any report item appearing therein of a committee of the council shall be deferred (for final action thereon) to the next regular meeting of the council after the report is made.

9. Debate. No member shall speak more than once on the same question, except with the approval of a majority of the aldermen, and then not until every other member desiring to speak shall have had an opportunity to do so; provided, however, that the chairperson of the committee whose report is under consideration shall have the right to open and close debate. All questions and comments shall be directed to the mayor. No member shall speak longer than ten minutes on any item being considered, except with the consent of five of the members present.

10. Call of Member to Order. A member, when called to order by the mayor, shall thereupon discontinue speaking. Such order by the mayor shall be subject to the right of appeal.

11. Appeals from Decisions of the Mayor. Any member may appeal to the council from a decision of the mayor and, if the appeal is seconded, the member making the appeal may briefly state the reason for the appeal, and

the mayor may briefly explain any decision; but there shall be no debate on the appeal, and no other member shall participate in the discussion. A member's right to appeal is absolute. The appeal shall be an incidental motion and take precedence over any question pending at the time the mayor makes a ruling or decision from which the appeal is made. The mayor shall then put the question, "Shall the decision of the chair be sustained?" If a majority of the members present vote "No," the decision of the mayor shall be overruled; otherwise, it shall be sustained.

12. Question of Personal Privilege. The right of a member to address the council on a question of personal privilege shall be limited to cases in which the member's integrity, character, or motives are assailed, questioned, or impugned.

13. Voting. Every member who shall be present when a question is stated from the mayor shall vote thereon or abstain at the time that the member's name is first called. A failure to vote shall be counted as an abstention and will count in the manner established by law. Any member required to recuse himself or herself on a matter due to conflict of interest shall so declare.

14. Special Order of Business. Any matter before the council may be set down as a special order of business at a time certain if two thirds of the aldermen present vote in the affirmative, but not otherwise.

15. Seconding of Motions Required; Written Motions — Reading of Motions, Resolutions, Ordinances, Minutes, and Correspondence. No motion shall be put or debated in the council unless it is seconded, except for a motion to reconsider, which will be debated if one member who voted with the majority makes the motion. Neither the maker nor the person seconding a motion shall be required to vote in favor of that motion. When a motion is seconded, it shall be stated by the presiding officer before debate, and every motion in the council, except motions of procedure, shall be reduced to writing, if required by a member, and the member who proposed the motion shall be entitled to the floor. No resolution, ordinance, or minutes need be read prior to consideration, but such items may be read in response to a motion passed seeking such reading. While no resolution, ordinance, or minutes need be read, the corporate authorities can act only on matters that have appeared on the agenda of the meeting, and an explanation shall be offered as to the contents of any motion, resolution, or ordinance. Correspondence received by municipal officials need not be read in full at council meetings unless pertinent to a matter before discussion. However, if such correspondence is read, copies of the correspondence shall be distributed before the meeting to all members of the corporate authorities. Correspondence received may be summarized at council meetings.

16. Withdrawal of Motions. If the maker of the motion desires to withdraw the motion, the member may do so. The person seconding the motion may renew the motion as its maker and seek a new seconder. If the seconder

of a motion wishes to withdraw a second, the member may do so. The maker of the motion may seek an additional seconder before the motion is ruled out of order for lack of a second. Neither the maker nor the seconder of a motion may withdraw the motion, except with the consent of a majority of the council, once discussion on the motion has ceased.

17. Division of Questions. If any question under consideration contains several distinct propositions, the council by a majority vote of the members present may divide the question.

18. Record of Motions. In all cases in which a resolution or motion is entered in the journal, the name of the members moving and seconding it shall be entered.

19. Taking and Entering the Votes; Explanation of the Votes. Whenever a vote may not by statute or ordinance be conducted by voice vote alone, the “yeas” and “nays” on any question shall be taken and entered in the journal. When the clerk has commenced to call the roll of the council for the taking of a vote by “yeas” and “nays,” all debate on the question before the council shall be deemed concluded, and during the taking of the vote a member shall be permitted briefly to explain his or her vote and shall respond to the calling of his or her name by the clerk by answering “yea,” “nay,” “abstain,” or “recuse,” as the case may be.

20. Announcement of Votes. The result of all votes by “yeas” and “nays” shall be announced by the clerk. The clerk shall designate the manner in which abstentions are to be counted and whether the motion has passed or failed. Recusals shall not be counted toward a vote.

21. Precedence of Motions. The following chart sets out commonly used motions in the order of their precedence as determined by ROBERT’S RULES OF ORDER. The Main or Principal Motion is at the bottom in rank. The other motions may be made while the Main Motion is pending and must be dealt with before the Main Motion. They are arranged according to rank, the highest at the top of the list. Incidental motions, however, have no rank among themselves yet take precedence over subsidiary motions. When any one motion is immediately pending, the motions above it on the list are in order, and those below are out of order.

a. Privileged Motions.

Fix Time To Adjourn
Adjourn
Take Recess
Question of Privilege

b. Incidental Motions.

Appeal
Division of Assembly
Division of a Question
Filling Blanks
Objection
Parliamentary Inquiry
Point of Information
Point of Order
Suspend the Rules [requires a two-thirds vote]
Withdraw a Motion

c. Subsidiary Motions.

Lay on the Table
The Previous Question (Close Debate) [requires a two-thirds vote]
Limit or Extend Debate
Postpone to a Definite Time
Refer to a Committee
Amend the Amendment
Amendment
Postpone Indefinitely
Main or Principal Motion

d. Miscellaneous Motions. After action has been taken on Main or Principal Motion:

Take from Table
Rescind [two-thirds w/out notice, majority w/ notice]
Reconsider
Ratify

22. Motion To Refer. A motion to refer to a standing committee shall take precedence over a similar motion to refer to a special committee.

23. Motion To Amend. A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be entertained. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different subject shall not be in order.

On an amendment to “strike out and insert,” the paragraph to be amended shall first be read as it stands, then the words proposed to be stricken out, then those to be inserted, and finally the paragraph as it will stand if so amended shall be read.

24. Filling of Blanks. When a blank is to be filled and different sums or times proposed, the question shall be taken first on the least sum or the longest time.

25. Motion To Substitute. A substitute for any original proposition under debate or for any pending amendment to such proposition may be entertained and, if accepted by the council by vote, shall entirely supersede the original proposition or amendment, as the case may be. Provided, however, that when the motion to substitute is a substitution rather than an amendment to the previous proposition, it can be discussed, but it cannot be acted on if the rights of the public to be aware that the matter would be voted on could not be reasonably apprehended from the agenda.

26. Reconsideration. A vote or question may be reconsidered at any time during the same meeting or at the first regular meeting held thereafter. A motion for reconsideration, once having been made and decided in the negative, shall not be renewed, nor shall a motion to reconsider be reconsidered. No motion to reconsider the approval or denial of the recommendation of an advisory body required to hold public hearings shall be entertained except at the same meeting at which the original action was taken and after absent council members have joined the meeting or after the matter has been referred to the advisory body for a further hearing and recommendation. When a motion to reconsider such a motion is made at the same meeting as the passage of the original motion, it may be tabled to a later specified date.

A motion to reconsider must be made by a member who voted on the prevailing side of the question to be reconsidered, unless otherwise provided by law, provided, however, that when a motion has received a majority vote in the affirmative but is declared lost solely on the ground that a greater number of affirmative votes are required by statute for the passage or adoption of such motion, then a motion to reconsider may be made only by those who voted in the affirmative on the question. A motion to reconsider need not be seconded.

27. Standing Committees. The following shall be the standing committees of the council:

- a. Community Development Committee
- b. Finance Committee
- c. Public Health & Safety Committee
- d. Municipal Services Committee
- e. Judiciary Committee

The city council shall appoint the members of the committee and a committee chairperson as provided in Section 30.16 of the Code of Blue Island, Illinois.

28. Jurisdiction of Committees. The jurisdiction of the standing committees shall be as stated in Section 30.05 of the Code of Blue Island, Illinois.

29. The Minutes. The clerk shall keep the journal of the proceedings of the council. Within no more than 14 days after each meeting of the council, the clerk shall supply to each member an electronic copy of the proceedings (minutes). The journal shall be approved periodically. The clerk's draft of the journal of proceedings may be amended to reflect correctly the view of the legislative body as to the events that occurred.

30. Style of Ordinances. The style of all ordinances shall be "BE IT ORDAINED by the Mayor and City Council of the City of Blue Island, Illinois" as is provided by statute.

31. "Yea" and "Nay" Vote. The "yeas" and "nays" shall be taken on the passage of all ordinances and on all propositions to create any liability against the city, or for the expenditure or appropriation of its money, and in all other cases at the request of any member of the council; such vote shall be entered on the journal of the proceedings, as is provided by statute.

32. Approval or Veto. All ordinances of whatever kind, and any resolution or motion creating any liability against a municipality or providing for the expenditure or appropriation of its money, shall be deposited with the city clerk, and if the mayor approves thereof, the mayor shall sign it, and such as are not approved the mayor shall return to the council with objections thereto in writing at the next regular meeting occurring not less than five days after the passage thereof. The mayor's veto may extend to any one or more items or appropriations contained in any ordinance making an appropriation or to the entire ordinance; and in case the veto extends only to a part of such ordinance, the residue thereof shall take effect and be in force. If the mayor shall fail to return any ordinance with written objections thereto by the time stated above, the mayor shall be deemed to have approved the ordinance, and it shall take effect accordingly.

Upon the return of any ordinance by the mayor, the vote by which it was passed may be reconsidered by the council at its next regular meeting after the meeting at which the mayor presented the veto. If, after such reconsideration, two thirds of all the members elected to the council shall agree, by "yeas" and "nays," to pass the ordinance, it shall go into effect notwithstanding that the mayor has refused to approve it.

33. Record of Ordinances. The clerk shall keep a record in an ordinance book of all ordinances passed.

34. Publication. All ordinances imposing any penalty for a violation thereof or making any appropriation shall be published as required by statute, either in a newspaper or in pamphlet form, in which case the ordinance in its pamphlet form shall be displayed for a reasonable period in a public place in the city hall.

35. Time of Taking Effect. No ordinance that must be published to comply with Rule 34 above shall go into effect until ten days after it is so published unless a statement of the urgency of the ordinance is contained in it and it achieves passage by a two-thirds vote of the members of the corporate authorities then holding office. In all other cases, the ordinances shall go into effect upon its passage, as provided by statute, even though the operation of the ordinance may not take effect until a later date.

36. Adoption of ROBERT'S RULES OF ORDER. The rules of parliamentary practice contained in the 11th edition of ROBERT'S RULES OF ORDER shall govern the council in all cases to which they are applicable and in which they are not inconsistent with the special rules of this council or the statutes or laws of the state.

37. Temporary Suspension of Rules; Amendment of Rules. These rules may be temporarily suspended, repealed, altered, or amended by a two-thirds vote of the corporate authorities then holding office.

38. Executive Session. Executive session shall be listed on each agenda as a potential agenda item. Any member may move to go into executive session for a proper reason as set forth in the Illinois Open Meetings Act.

39. Scope, Duration, and Amendment of Rules. These rules of order and procedure shall be in effect from the date of their approval by the city council and shall remain in full force and effect until modified, superseded, or repealed by the council. All prior rules of order are hereby repealed. At each organizational meeting, the council may adopt these Rules for the term of the council. If the council does not adopt these rules, said rules shall remain in effect; however, any of these rules may then be suspended by a majority vote. A term of the council, as used herein, begins when members are sworn in at an organizational meeting, and ends when members are sworn in at the next organizational meeting. The rules of procedure may be added, deleted, or amended by majority vote at any regular or organizational meeting of the council; provided, notice of a proposal to add, delete, or amend rules, including the text of any new or amended rule, shall be given to all members no later than the regular or organizational meeting immediately preceding the meeting at which a vote is to be taken. These rules are adopted to facilitate the transaction of business by the council, and are procedural only. Failure of the council to strictly observe such rules shall not affect the jurisdiction of the

corporate authorities, nor invalidate any action taken at a meeting that is otherwise held in conformity with law.