

**THE VILLAGE OF SAUK VILLAGE
COOK COUNTY, ILLINOIS**

ORDINANCE NO. 20-009-A

AN ORDINANCE AMENDING DIVISION 4 (DUTIES OF VILLAGE CLERK) OF ARTICLE IV (OFFICIALS AND EMPLOYEES) OF CHAPTER 2 (ADMINISTRATION) OF THE MUNICIPAL CODE OF THE VILLAGE OF SAUK VILLAGE TO ESTABLISH A PROTOCOL FOR APPROVAL OF THE MINUTES OF THE VILLAGE'S OPEN MEETINGS

**DERRICK BURGESS, President
MARVA CAMPBELL-PRUITT, Clerk**

**GARY T. BELL
BERNICE BREWER
RODRICK R. GRANT
SHERRY JASINSKI
LINDA L. TODD
DEBRA L. WILLIAMS**

TRUSTEES

Published in pamphlet form by authority of the Mayor and Board of Trustees of the Village of Sauk Village on 03/24/2020
ODELSON & STERK, LTD. - Village Attorneys - 3318 West 95th Street - Evergreen Park, Illinois 60805

Board to “develop protocols to ensure that it approves all meeting minutes within 30 days of those meetings or at its’ second subsequent regular meeting, whichever is later.”

WHEREAS, the Village Board does not have such a protocol and recognizes the need to establish one to ensure that the Village shall not commit and further violations of the Illinois Open Meetings Act and to ensure that the minutes of its open meetings are approved within 30 days of open meetings or at its second subsequent regular meeting, whichever is later in accordance with Illinois Municipal Code, 5 ILCS 120/2.06 (b); and

WHEREAS, the Mayor and Board of Trustees (the “*Corporate Authorities*”) find it is necessary and in the best interests of the Village and its residents to amend the municipal code to authorize protocols to ensure that the minutes of its open meetings be approved within 30 days of those meetings or at its second subsequent regular meeting.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Sauk Village, Cook County, Illinois as follows:

SECTION 1: The foregoing preambles are restated and incorporated herein by reference as though fully set forth herein.

SECTION 2: Section 2-264 of Division 4 (Duties of Village Clerk) of Article IV (Officials and Employees) of Chapter 2 (Administration) of the Municipal Code of the Village of Sauk Village is hereby amended by adding the following Sections:

Sec. 2-266 – Open Meeting Minutes Protocol

(a) Definitions:

- i. “Open” meeting shall be defined as any meeting open to the public pursuant to the Open Meetings Act 5 ILCS 120/1 *et seq.*, including, but not limited to Regular

- ix. The Village Clerk shall make the minutes available for public inspection within 10 days after the approval of such minutes by the public body; and
- x. The Village Clerk shall post the minutes on the Village website within 10 days after the approval of the minutes by the public body.

(c) Recordings of the Meetings

- i. In order to assure the accuracy of the minutes, the Village Clerk shall have a second copy of recording of each meeting made available for Mayor and Trustees to listen to so they can compare what is on the tape to what are in the minutes; and
- ii. The Village shall have a dedicated room/computer for the second copy of recording to be listened to by the Mayor and Trustees at any time. At no time will the Mayor or Trustees be required to coordinate and schedule time with the Village Clerk to listen to the recordings of the meetings; and
- iii. At no time shall anyone, including the Village Clerk, Mayor or Trustees tamper with any recording of the meetings. The contents of the original or second copy of the recording will not be released to the public prior to the approval of minutes; and
- iv. If there is a discrepancy between the Original recording and the second copy of the recording, the original recording shall be accepted over the second recording.

SECTION 3: If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 4: Any ordinance or portion of any ordinance in conflict with any provisions of this Ordinance is hereby repealed solely to the extent of such conflict.

SECTION 5: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form as provided by law.

ADOPTED by the Mayor and Board of Trustees of the Village of Sauk Village, Cook County, Illinois this 24th day of March 2020, pursuant to a roll call vote, as follows:


Ayes: Trustees Bell, Brewer, Grant, Jasinski, Todd, Williams (6)

Nays: None

Abstain: None

Absent: None

APPROVED by the Mayor and Board of Trustees, Cook County, Illinois on this 24th day of March, 2020.



Derrick Burgess, Village Mayor

ATTEST:



Marva Campbell-Pruitt, Village Clerk



STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

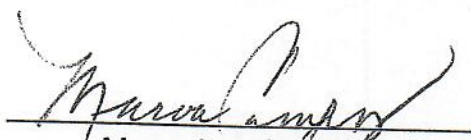
CERTIFICATION

I, Marva Campbell-Pruitt, do hereby certify that I am the duly qualified and elected Clerk of the Village of Sauk Village, Cook County, Illinois, and that as such Clerk I do have charge of and custody of the books and records of the Village of Sauk Village, Cook County, Illinois.

I do hereby further certify that the foregoing is a full, true and correct copy of Ordinance No.20-009A ;

“AN ORDINANCE AMENDING DIVISION 4 (DUTIES OF VILLAGE CLERK) OF ARTICLE IV (OFFICIALS AND EMPLOYEES) OF CHAPTER 2 (ADMINISTRATION) OF THE MUNICIPAL CODE OF THE VILLAGE OF SAUK VILLAGE TO ESTABLISH A PROTOCOL FOR APPROVAL OF THE MINUTES OF THE VILLAGE’S OPEN MEETINGS adopted and approved by the Mayor and Board of Trustees of the Village of Sauk Village, Illinois on March 24, 2020.

IN WITNESS WHEREOF, I have hereunto affixed my hand and the Corporate Seal of the Village of Sauk Village, Cook County, Illinois this 26th day of March 2020.



Marva Campbell-Pruitt
Village Clerk
Village of Sauk Village

