

VILLAGE OF SHERIDAN  
RESOLUTION NO. \_\_\_\_\_

AN ANNUAL RESOLUTION REGARDING MEETINGS

WHEREAS, this governmental body desires to fully and completely comply with the Open Meetings Act (5 ILCS 120/1. et. sec.) and assist the public in being knowledgeable of the regular meeting dates of the Village;

NOW THEREFORE BE IT RESOLVED:

1. The Village of Sheridan Board of Trustees consists of 7 voting members, consisting of a President and six Trustees. A meeting of the Village Board takes place when any 4 members whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), participate in contemporaneous interactive communication about Village business. The following are regular meeting dates of the Village Board of Trustees for the year 2019:

2<sup>nd</sup> Monday of each month at 7:00 P.M. at the Village Hall at 115 N. Robinson Street in Sheridan, IL 60551

2. The Village Clerk shall post this resolution at the Village Hall being the principal office of the Village and the location and the building where the meetings are held. The Village Clerk shall provide a copy of this resolution to any news medium that has filed or does file an annual request for such notice. In the event the Village establishes a website that the full-time staff of the public body maintains, the Village Clerk shall cause a copy of this resolution to be posted on such website.

3. Public notice of any special meeting except a meeting held in the event of a bona fide emergency, or of any rescheduled regular meeting, or of any reconvened meeting, shall be given by the Village Clerk at least 48 hours before such meeting, which notice shall also include the agenda for the special, rescheduled, or reconvened meeting. Notice shall be provided as indicated in above paragraph 2.

4. The requirement of public notice of reconvened meetings does not apply to any case where the meeting was open to the public and (1) it is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

5. Notice of an emergency meeting shall be given as soon as practicable, but in any event prior to the holding of such meeting, to Board members, any news medium which has filed an annual request for notice, and to the public by posting at the principal office of the Village Board and the location and at the building where the meetings are held if such place is not the principal office.

6. If a change is made in regular meeting dates, at least 10 days notice of such change shall be given by publication in a newspaper of general circulation in the area in which such body functions by the Village Clerk. The Village Clerk shall also provide notice of the change as indicated in above paragraph 2.

7. The Village Clerk shall post an agenda for each regular meeting at the principal office of the Village and the location and at the building where the meetings are held if such place is not the principal office at least 48 hours in advance of the holding of the meeting. In the event the Village has a website that the full-time staff of the public body maintains, the Village Clerk shall cause a copy of this resolution to be posted on such website and the agenda shall remain posted on the website until the regular meeting is concluded. The requirement of a regular meeting agenda shall not preclude the consideration of items not specifically set forth in the agenda.

8. Subject to reasonable rules of the presiding officer to run an effective meeting and subject to exceptions authorized under the Open Meetings Act, any person may record the proceedings of open meetings by tape, film or other means.

9. The Village Board of Trustees may hold a meeting closed to the public, or close a portion of a meeting to the public, upon a majority vote of a quorum present, taken at a meeting open to the public for which notice has been given as required by the Open Meetings Act. The vote of each member on the question of holding a meeting closed to the public and a citation to the specific exception contained in Section 2 of this Act which authorizes the closing of the meeting to the public shall be publicly disclosed at the time of the vote and shall be recorded and entered into the minutes of the meeting.

10. The Village Clerk shall keep written minutes of all their meetings, whether open or closed. Minutes shall include, but need not be limited to:

- the date, time and place of the meeting;
- the members of the public body recorded as either present or absent;
- a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

The minutes of meetings open to the public shall be available for public inspection within 7 days of the approval of such minutes by the public body.

11. The Village Clerk shall keep in the form of an audio or video recording a verbatim record of all closed meetings in the form of an audio or video recording. 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.

12. The Village Clerk 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 to protect the public interest or the privacy of an individual by keeping them confidential.

13. Each elected or appointed member of the Village of Sheridan who becomes a member after January 1, 2016 shall successfully complete the Open Meetings electronic training curriculum no later than the 90<sup>th</sup> day after the member takes the oath of office or otherwise assumes responsibilities as a member of the public body. Each member successfully completing the electronic training curriculum shall file a copy of the certificate of completion with the public body.

14. The Village Clerk shall be the Village's Open Meetings Act Designee and thus receive training on compliance with the Open Meeting Act. The Open Meetings Act Designee shall submit their name to the Public Access Counselor at the office of the Illinois Attorney General. The Open Meetings Act Designee shall annually, not later than June 30 of each year successfully complete the electronic training curriculum, developed and administered by the Public Access Counselor. In the event that any change is made to the person identified as the Open Meetings Act Designee, that person must successfully complete the electronic training curriculum within 30 days after that designation.

Passed and approved this 10<sup>th</sup> day of December, 2018.

By \_\_\_\_\_  
Village President

Attest

By \_\_\_\_\_  
Village Clerk