

## Committee/Commission Meetings

Some Village Trustees are designated as chairpersons, vice-chairpersons or liaisons to various commissions, committees and task forces. Issues to be considered by the committees or commissions are often referred by the Board of Trustees, and findings and/or recommendations are generally returned to the Board of Trustees for possible action. Commission or committee meetings may be less formal than Village Board meetings; however, all audience participation must be directed through the chairperson.

As in the Village Board meetings, an item is scheduled for discussion at a committee meeting and a recommendation vote is taken. The item is then scheduled for Village Board consideration at a regularly scheduled Board meeting.

## Meeting Schedule

Committee meetings are scheduled on an as needed basis.

Please check the Village website or call the Village Hall to confirm meeting dates & times.

## Village Board

The President and Board of Trustees are the governing body of the Village of Wauconda and, as your elected representatives, they welcome your comments and concerns.

### Village President

Frank A. Bart

[fbart@wauconda-il.gov](mailto:fbart@wauconda-il.gov)

### Trustees

Ken Arnswald

[karnswald@wauconda-il.gov](mailto:karnswald@wauconda-il.gov)

John Barbini

[jbarbini@wauconda-il.gov](mailto:jbarbini@wauconda-il.gov)

Chuck Black

[cblack@wauconda-il.gov](mailto:cblack@wauconda-il.gov)

Teri Burke

[tburke@wauconda-il.gov](mailto:tburke@wauconda-il.gov)

Lincoln Knight

[lknight@wauconda-il.gov](mailto:lknight@wauconda-il.gov)

Linda Starkey

[lstarkey@wauconda-il.gov](mailto:lstarkey@wauconda-il.gov)

# Citizens' Guide to Village Meetings



***Wauconda-il.gov***

## Village of Wauconda

101 N. Main Street  
Wauconda, Illinois 60084

Phone: 847-526-9600

[dmaxeiner@wauconda-il.gov](mailto:dmaxeiner@wauconda-il.gov)

# CITIZENS' GUIDE TO VILLAGE MEETINGS

## Village Board Meeting Agenda

The Village Board meets on the first and third Tuesday of the month at 7:00 p.m. in the Village Hall Council Chamber. The formal agenda is posted on the Village Hall bulletin board and the Village website on the Friday before the regularly scheduled meeting. Questions regarding the Village Board agendas may be directed to the Village Administrator's office by calling (847) 526-9603.

## Workshop Session/ Special Meeting

Periodically, the Village Board may meet for a Workshop Session. Voting action is not taken at these meetings as they are for the purposes of gathering information and discussion only. If voting action is required, the agenda will be listed as a Special Meeting.

## Executive Session

The President, Village Board or Village Administrator may convene into Executive Session. Executive Session discussions are closed to the general public, and are generally limited by State law to matters pertaining to land acquisition and disposition, pending/threatened litigation, and personnel. No final action can be taken in Executive Session as final actions and voting by the Village Board must occur in open session.



## Addressing the Village Board and Committees/Commissions

- The agenda of every regular and special meeting of all Public Bodies will include a reservation of time near the beginning of the meeting for public comment. You must request to be on the agenda to speak.
- Citizens wishing to address the public body on any specific item that appears under new business on the agenda will have an opportunity to do so when that agenda item is under consideration if they have requested to be on the agenda for that item and after the Board has discussed the matter.
- Citizens wishing to address the public body on any topic not listed on the agenda may do so at the time designated as "Public Comment Time" if they have requested to be on the agenda.
- Each speaker must state his or her name and address in a clear matter so that it can be recorded in the minutes of the meeting. If a speaker is representing, or speaking on behalf of, an individual group, or association, the speaker must state the nature of that representation.
- Speakers shall be entitled to address the Public Body if they have requested to be on the agenda, in advance of a public meeting, request in writing to the President or Chairperson of a Public Body the opportunity to speak at such meeting. In the event that all persons desiring to speak during Public Comment Time are not able to do so within the time limit allowed, the President or Chairperson shall have the option (but not the obligation) of extending the time allocated for Public Comment Time, either at the point designated on the agenda, or at such later point on the agenda, or as the Public Body may otherwise determine.
- All comments are directed to the Board. No comments may be made to the audience.
- No person shall speak during Public Comment Time for more than three minutes, unless the President or Chairperson designates a longer or shorter time period.

- Although Public Comment Time may be used to address questions to the Public Body, a speaker is not entitled to a response to questions during Public Comment Time.
- No person may disrupt the meeting by being discourteous, belligerent, impertinent, threatening, disparaging, or otherwise uncivil. The President/Chairman may limit the comments of any person who engages in this conduct. No person may continue to speak after the President/Chairman has required any such individual to yield the floor to the next person desiring to address the public body or has determined that no additional speakers have requested to address the public body. Any person so required to yield the floor shall not be permitted to resume addressing the public body at the same meeting.
- Interruptions and Other Disturbances: No person shall interrupt the proceedings of a Public Body or cause any other form of disturbance or disruption.
- Enforcement: Any person violating the standards of process and decorum set forth in these Rules may be evicted from the premises of the meeting at the order of the President or a majority of the Trustees, or be subject to other action as deemed necessary by the President.
- Written Submissions: Any person shall have the right at any time to provide written comments to any Public Body or any other Village official by addressing those comments to: The Village of Wauconda, c/o Village Administrator, 101 N. Main St., Wauconda, IL 60084, and delivering by any of the following methods.
  - ⇒ By personal delivery at the front desk of the Village Hall between 8:00 a.m. and 4:30 p.m. Monday through Friday;
  - ⇒ By mail, courier, or any similar delivery service;
  - ⇒ By email to [dmaxeiner@wauconda-il.gov](mailto:dmaxeiner@wauconda-il.gov)