



VILLAGE OF LINCOLNSHIRE

AGENDA

COMPREHENSIVE PLAN STEERING COMMITTEE

Village Hall – Community Room

Wednesday, November 30, 2022 – 6:00 p.m.

PUBLIC PARTICIPATION OPTIONS

- **View/Listen**
 - The meeting will be held in-person. Members of the public are welcome to attend.
- **Public Comment**
 - Participants may provide public comment per the Village Board’s [Rules for Public Comment](#) which can be found on the Village website on the “Transparency” webpage.

CALL TO ORDER

1.0 ROLL CALL

2.0 ITEMS OF GENERAL BUSINESS

- 2.1 Appointment of the Steering Committee Chair
- 2.2 Adoption of the Remote Participation Policy
- 2.3 Adoption of the Public Comment Policy
- 2.4 Comprehensive Plan Update Kickoff

3.0 PUBLIC COMMENT

4.0 UNFINISHED BUSINESS

5.0 NEW BUSINESS

6.0 ADJOURNMENT

Reasonable accommodations / auxiliary aids will be provided to enable persons with disabilities to effectively participate in any public meetings. Please contact the Village Administrative Office (847-883-8600) 48 hours in advance if you need any special accommodations to attend. The Steering Committee will not proceed past 10:30 p.m. unless there is a consensus of the majority of the Steering Committee members to do so. Any agenda items or other business that are not addressed within this time frame will be continued to the next regularly scheduled Steering Committee meeting.

**VILLAGE OF LINCOLNSHIRE
ELECTRONIC ATTENDANCE AT MEETINGS POLICY**

I. Background and Purpose.

The Illinois Open Meetings Act, 5 ILCS 120/1 et seq. (the "Act"), requires that the actions of public bodies be taken openly and that their deliberations be conducted openly, except for certain limited circumstances that permit closed meetings. Section 7 of the Act provides that if a quorum of members of a public body are physically present, the public body may allow a member of the body to attend the meeting by a means other than physical presence subject to certain requirements and restrictions and to the extent allowed by rules adopted by the public body. See 5 ILCS 120/7. This Policy is intended to adopt certain rules and procedures for attendance at meetings by video or audio conference by members of the Village Board and members of the Village's Subsidiary Bodies consistent with Section 7 of the Act.

II. Definitions.

"Electronic Attendance" shall mean the attendance at a meeting of a Public Body by a member of that Public Body who is not physically present at the meeting but attends by either video or audio conference.

"Electronic Meeting" shall mean a meeting of the Public Body when a quorum is not physically present at the meeting, but a quorum is reached when counting both those physically present and participating through Electronic Attendance.

"Public Body" shall mean the Village Board of the Public Body of Lincolnshire and all other Subsidiary Bodies of the Village.

"Subsidiary Body" shall mean all Village boards and commissions other than the Village Board, including without limitation, the Architecture Review Board, Park Board, Police Pension Board, and Zoning Board.

III. Member Qualifications for Electronic Attendance.

A duly appointed member of the Public Body is qualified to attend a meeting of the Public Body electronically only if the member is physically prevented from attending the meeting by:

- (1) personal illness or disability;
- (2) employment purposes including the business of the Public Body; or
- (3) a family or other emergency.

IV. Procedures for Authorizing Electronic Attendance.

The following procedures are required before a member of the Public Body is authorized to attend electronically a meeting of that Public Body:

- A. Notice to the Clerk. The member must notify the Village Clerk at least two hours prior to the meeting in which the member desires to attend electronically, unless advance notice is impractical. The notice shall provide the reason the

member cannot be physically present at the meeting in accordance with Section III of this Policy. If the member is unable to give the required written notice prior to the meeting, the member shall notify the Village Clerk by other means prior to the meeting.

- B. Determination of Authorization of Electronic Attendance. Upon receipt of notice in accordance with Subsection IV.A, the Secretary shall promptly forward the notice to the presiding officer of the Public Body. After determining if a quorum of the Public Body is physically present at the meeting at which a member has requested to attend electronically, the presiding officer shall state that (i) a notice was received by a member of the Public Body in accordance with this Policy, and (ii) the member will be deemed authorized to attend the meeting electronically unless a motion objecting to the member's electronic attendance is made, seconded, and approved by two-thirds of the members of the Public Body physically present at the meeting. If no such motion is made and seconded or if any such motion fails to achieve the required vote by the members of the Public Body physically present at the meeting, then the request by the member to attend the meeting electronically shall be deemed approved by the Public Body and the presiding officer shall declare the requesting member present. After such declaration by the presiding officer, the question of a member's electronic attendance may not be reconsidered.

V. Special Rules for Meetings Involving Electronic Attendance.

A meeting of a Public Body at which any member has been authorized to attend electronically in accordance to Section IV of this Policy must be conducted in accordance with the following special rules, in addition to any other applicable rules and procedures of the Public Body:

- A. Roll Call and Quorum. A quorum of the Public Body must be physically present at the meeting. Following the call of the roll, and at the conclusion of the procedures set forth in Section IV.B of this Policy, the presiding officer shall identify each member who is attending the meeting electronically.
- B. Electronic Meeting. Notwithstanding the quorum requirements specified within this Section, an electronic meeting of the Public Body may be conducted if, in the determination of the Mayor, it is necessary due to emergency situations, shortness of notice, and/or availability of members to meet in person. In such situations, the Mayor must state the factors contributing to his or her determination. Such meeting shall be deemed valid unless a motion objecting to the Electronic Meeting is made, seconded, and approved by two-thirds of the members of the Public Body participating in the Electronic Meeting. The determining factors for the Electronic Meeting shall be recorded in the official minutes of the meeting.
- B. Identification and Recognition of Electronic Attendees. Any member attending electronically must identify himself or herself each time the member wishes to speak and must be recognized by the presiding officer prior to addressing matters before the Public Body.
- C. Public Access to Meeting. The speech of a member attending electronically shall be amplified in such a manner that it shall be generally audible to members of the Public Body who are physically present at the meeting. Also, any video

image of a member attending electronically shall be projected in such a manner that the member's video image shall be generally visible and audible to members of the Public Body who are physically present at the meeting. In addition, the votes of any member of the Public Body attending electronically shall be generally audible at the location where such meeting is being held and expressly acknowledged by the presiding officer. When a member attends a closed meeting electronically, the member's speech shall be generally audible to all members of the Public Body who are physically present at the meeting, and the audio recording of the meeting required by the Act shall incorporate the speech of the member electronically attending the closed meeting.

- D. Minutes. The minutes of each meeting of a Public Body shall identify which of the members of the Public Body were physically present and, if applicable, which members of the Public Body attended electronically. The minutes shall also reflect the reason for a member's attendance electronically (as described in Section III of this Policy), the fact that there was no valid objection to such attendance pursuant to this Policy, and the electronic means by which the member attended the meeting.

VI. Effect of Electronic Attendance.

A member attending a meeting of a Public Body electronically shall be considered present at the meeting and entitled to vote on any matter before the Public Body as if the member were physically present at the meeting, provided that the member's attendance at the meeting electronically complies with the terms of this Policy.

VII. Emergency and Disaster Situations.

In the event of a bona fide disaster, as defined in the Illinois Emergency Management Agency Act, 20 ILCS 3305/1 *et seq.* ("**IEMAA**"), this Policy shall not apply to restrict the conduct of public business by a Public Body, provided such public business is conducted in accordance with Subsection 10(j) of the IEMAA.

Appendix A
Form of Notice

I, _____, am a member of the _____, a Public Body.

In accordance with Subsection IV.A of the Village's "Electronic Attendance at Village Meetings Policy," I am submitting this notice evidencing my desire to electronically attend the _____, 20____, meeting of the Public Body. I am physically prevented from attending that meeting due to one or more of the following circumstances:

- Personal illness or disability.
- Employment purposes or the business of the public body.
- A family or other emergency.

Date: _____

Signature: _____



VILLAGE OF LINCOLNSHIRE

Rules for Public Comment

(Adopted by the Village Board 11/14/2016)

- A. At the start of the period for public comment the Mayor or acting chairperson will advise the public:
 - 1. the amount of time permitted for public comment;
 - 2. that all speakers shall state their names and whether they are a resident or represent a Village business before addressing the Village Board; and
 - 3. to avoid repetitive comments, testimony, and general questions.

- B. Each person will be permitted to speak one time only, unless the Mayor or acting chairperson determines that allowing a speaker to address the Village Board again will contribute new testimony or evidence germane to an issue on the agenda for that meeting.

- C. All comments from the public will be limited to two (2) minutes per person. No person may assign their time to any other person.

- D. The total time available for public comment during any meeting shall be limited to 30 minutes unless the Village Board waives the rule prior to the commencement of the time for public comment. Any person who is not allowed to make remarks during public comment shall be permitted to submit written comment to the Village Manager either before or after the time for public comment by visiting the following link: <https://www.lincolnshireil.gov/i-want-to/contact/village-staff>.

- E. All comments must be civil in nature. Any person who engages in threatening, slanderous or disorderly behavior when addressing the Village Board shall be deemed out-of-order by the Mayor or acting chairperson and his or her time to address the Village Board at said meeting shall end. Repeated or extraordinary occurrences of disorderly conduct shall be grounds for the Mayor or acting chairperson to cause the offending person to be removed from the meeting room.