

## Establishing Agenda Items

### Background:

1. All good meetings have an agenda so that the business of the meeting can be transacted in a predetermined sequence. Illinois public bodies are required to have an agenda for each meeting pursuant to Section 2.02 of the Illinois Open Meetings Act.
2. At least 48 hours advance notice of a meeting is required for a public meeting in Illinois (Open Meetings Act). Public bodies cannot take final action on any item that is not listed in advance on an agenda.
3. Having a written expectation on establishing agenda items allows the members of the Board a consistent set of expectations.

### Policy & Procedure:

1. The Supervisor, in consultation with the Township Clerk, will prepare the agenda. The agenda for meetings will be prepared and e-mailed to the Board by no later than the close of business on the fifth day before the meeting (generally, Thursday for a Tuesday meeting). Agendas and Board packets will go out to the Board by the close of business on the fourth day before a meeting (generally, Friday for a Tuesday meeting) Every effort shall be made to provide board packets with the agenda on Thursday, when possible, with the understanding that bill pay review materials will be electronically transmitted on Friday.
2. Any Elected Board Member may call for placement of an item for discussion and/or vote on the monthly Board meeting agenda, provided the item is given the Township Clerk and Supervisor at least six days prior to the board meeting.
3. Elected Board Members requesting agenda items must provide email or written notification to the Township Clerk before publication of the draft agenda, no later than six days before the meeting. Generally, for a Tuesday night meeting, this would be prior to end of day Wednesday before the Board meeting.
4. The Clerk will confirm to the Member within 24 hours that the item has been added to the agenda for the next monthly Board Meeting. This confirmation may occur by the Clerk transmitting the Board agenda to all Board members, including the requesting Board member. This Board agenda will be communicated to all Board members by the close of business the Thursday before the meeting.
5. At any time before the finalization of the agenda, an item may be removed or deferred by the individual(s) who originally requested it. An item may also be removed at the public meeting.