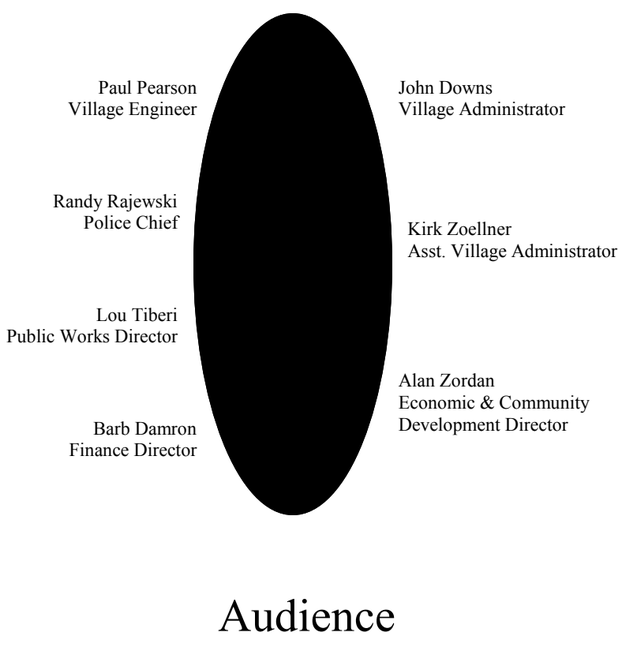
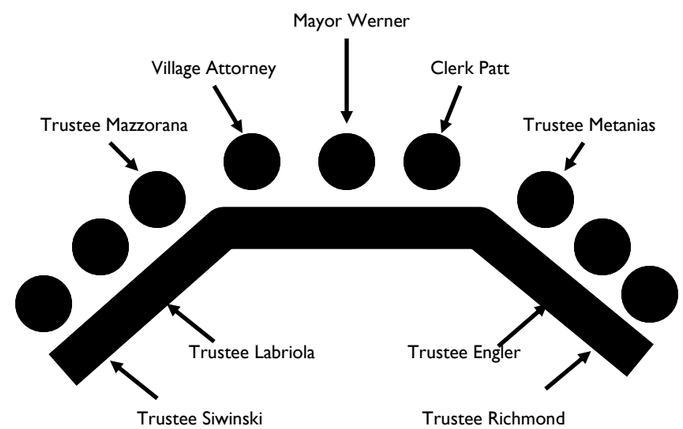
## SAFETY FOR YOU AND OTHERS

The Mokena Village Boardroom has a limited seating capacity which is established for safety purposes. The Village Boardroom cannot always accommodate every individual wishing to attend a meeting due to these restrictions which are for everyone's safety. Often, large crowds attending the Board meetings are the result of controversial land development issues. To accommodate overflow crowds and people who wish to address the Board, we suggest that spokespeople be selected to address the Board, or that once someone has addressed the Board, they exit the Chambers and allow someone else to enter. If there are people out in the hallway that wish to address the Board, a sign up sheet can be circulated and those signing up will be called upon by the Mayor. A television will be in the hallway tuned to Channel 6 so those not able to get into the Chambers due to space limitations may observe the proceedings "live". If you are in the hall and signed up to speak, when you are called by the Mayor a Police Officer will assist you entering and exiting the Chambers during overflow periods and also ensure that the exit way remains clear. Please help us with this effort during overflow periods. Officers are also present to ensure the safety of everyone attending these meetings and the safety of those who come to work the following day. The presence of a law enforcement officer ensures safety of the entire building during Public Meetings when access to the facility is more open than during normal business hours. This practice was initiated shortly after September 11, 2001.

## Village Staff Seating




# Village Board Seating




***For more information please contact:***

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Village Of Mokena

# Welcome to a Mokena Village Board Meeting

**Back Row, Left to Right**

Trustee Siwinski, Trustee Engler, Trustee Richmond, Trustee Mazzorana, Trustee Metanias

**Front Row, Left to Right**

Trustee Labriola, Mayor Werner, Clerk Patt

# INTRODUCTION

Meetings of the Village Board are held on the second the fourth Mondays of each month at 7:00 p.m. in the Council Chambers, Mokena Village Hall, 11004 Carpenter Street, unless otherwise specified. The second and fourth meetings are regular meetings; while the third Monday of the month is commonly scheduled as a work session. All meeting agendas are posted no later than the Friday before the meeting at the Village Hall, on Mokena Cable Channel 6 and Mokena's website (www.mokena.org). You can also call the Village Hall at (708) 479-3900 to request a verbal summary of the agenda. If your call is placed after regular office hours, you will be prompted to a voice summary of the Village Board agenda. Regular Board meetings, held on the second and fourth Mondays of each month, are televised live and also played on a tape delay several times the week following the Board Meeting.

## *Am I welcome to participate with the Village Board?*

Interested parties are welcome to attend and participate in the Board meeting proceedings. There are several ways for interested parties to participate during a Board meeting. Interested parties may be pre-scheduled to make a formal presentation before the Board. To accomplish this, the party requesting the opportunity to be a pre-scheduled visitor must complete the proper procedural requirements through the Village Administrator. Once these procedures have been completed, an interested party will be scheduled for an upcoming Village Board Meeting based on established guidelines.

When Public Hearings are held, interested parties may participate by providing public input and comments. Interested parties are not required to sign up in advance or to complete any form of pre-registration to participate when there is a Public Hearing.

During Village business, interested parties may provide input during the consent agenda, finance report, old business, new business and work session items being addressed by the Board. After the Village President introduces an item for consideration (which normally includes a summary presentation of the issue by a Staff Member), the Mayor will request a motion and second from the Board and then ask if there are any comments or questions from any interested parties in the audience. At that time, interested parties who wish to provide input may do so after being recognized by the Mayor. After any public comment and input is heard and concluded, the Mayor will then introduce discussion by the Village Board which has the option to take whatever action it deems appropriate.

Interested parties may also provide comments for the Village Board during the public comment period on the agenda. A specific agenda topic will allow any interested party the ability to address the Board on matters they wish to discuss. There is no sign up requirement to participate in this part of the meeting and the subject matter is up to the individual addressing the Village Board.

## *How do I get recognized to speak and what should I do then?*

Remember, you are welcome to participate if you are: 1) a pre-scheduled presenter, (2) participant in a public hearing, (3) wish to address the Board during business items or (4) desire to provide other comments during the public comment period. Individuals may address the Village Board only after being recognized by the Village President. This can be accomplished by raising your hand in a manner that indicates you wish to be recognized. When you are selected to address the Village Board, please proceed to the microphone in the center of the room and clearly state your name and address. Also, make sure that you speak clearly and loud enough so that the entire Board and audience can hear you and your comments are heard by those watching on the cable access channel. Although no formal time limits will be placed on those wishing to address the Village Board, it is suggested that individual comments be no more than 3-5 minutes, if possible. If there are a large number of persons present at the meeting to address the Village Board, the Village President may further facilitate comments and input by seeking spokespeople and requesting that statements not be repeated. The Mayor retains the right to moderate, facilitate and maintain an orderly environment to conduct public business.

## *How does the agenda work?*

The regular meetings of the Village Board follow an agenda format with items compiled by the Village Administrator, consisting of the following sections:

- **CALL TO ORDER**

The Mayor officially calls the meeting to order.

- **PLEDGE OF ALLEGIANCE**

Immediately following call to order, all rise and face the flag for the Pledge of Allegiance.

- **ROLL CALL**

The Village Clerk takes a roll call of the six Board members and Mayor and a quorum is determined.

- **DISCOVER MOKENA**

A pre-scheduled business owner or civic group provides pertinent information to the Board and audience regarding his/her business or activities.

- **CONSENT AGENDA**

The Mayor introduces this action by having the Village Administrator summarize the items on the Consent Agenda which are believed to be non-controversial and administrative in nature. Consent agenda items are addressed individually only if a Trustee specifically requests that an item be removed from the agenda for the purpose of specific discussion. If an item is removed, the action requested regarding the Consent Agenda is modified to delete the specific item which will be addressed separately. The Mayor requests a motion and second to approve the Consent Agenda, asks for comments from the audience and then calls for the Clerk to take a roll call vote.

- **FINANCE REPORT**

This item is scheduled on the first regular agenda each month. During this agenda topic, the Finance Director presents the monthly accounts payable listing for consideration by the Village Board. From time to time there may be special accounts payable listings presented to the Board. Interested parties may participate in these discussions after the Mayor calls for input from participants.

- **APPOINTMENTS/PROCLAMATIONS/PRESENTATIONS**

This portion of the agenda includes the appointment of individuals to various positions, the reading of Mayoral Proclamations and the presentation of awards, plaques and special recognition of citizens and groups. The appointment of individuals to various positions is the only action item of the three listed under this agenda item. Proclamations and presentations are ceremonial in nature.

- **PRE-SCHEDULED PROPOSALS/PRESENTATION AND VISITORS**

This portion of the meeting provides for interested parties to be pre-scheduled to address the Village Board. The process to be placed on this portion of the agenda is managed through the Village Administrator.

- **PUBLIC HEARINGS**

Public Hearings are scheduled for the specific purpose of gathering public comments. Public Hearings are officially "opened" by the Village Board and after a summary of the topic, the Mayor will request comments from the public. Once public input is heard, the Village Board will officially "close" the Public Hearing and has the option of taking action as them appropriate. Once the Public Hearing has been closed, the public comment period will be considered completed.

- **OLD BUSINESS**

During this agenda category, items are normally presented for Board action that have previously been discussed by the Village Board during a work session or regular Village Board meeting. Items normally scheduled under this agenda topic are intended to be acted upon. Interested parties may participate in these discussions after the Mayor calls for input from participants.

- **NEW BUSINESS**

Trustees may introduce items previously not discussed for discussion and direction. Items are then usually scheduled for future meeting agendas.

- **PUBLIC COMMENTS**

The Public is invited to present questions or comments regarding any topic not on the agenda. Comments may be limited to no more than five minutes

- **ADMINISTRATOR'S COMMENTS**

During this time, the Village Administrator may update the Board and public on various issues without any action occurring.

- **TRUSTEE'S COMMENTS**

During this agenda category, Village Board Members may make individualized comments about various matters. No action or business is requested with this portion of the agenda.

- **CLERK'S COMMENTS**

During this agenda category, the Village Clerk may make individualized comments about various matters such as community events and notable civic issues. No action or business is requested with this portion of the agenda.

- **MAYOR'S COMMENTS**

During this agenda category, the Mayor may make individualized comments, announcements and summarize issues as he/she sees fit. The only action ever requested during this agenda category would be to enter into executive session for defined reasons. The Board must officially adjourn to executive session.

- **EXECUTIVE SESSION**

The Village Board recesses to meet in closed session to discuss matters such as Personnel-Hiring and Firing, Collective Bargaining, Litigation, and Land Acquisition. No final action is ever taken in Executive Session. The Village Board reconvenes back into regular session where they may take action on matters discussed in Executive Session, but must do so after reconvening the regular session..

- **ADJOURNMENT**

The Mayor officially calls for a motion to adjourn the Meeting. a vote is taken and the Meeting concludes. If there is a work session, the motion to adjourn will include a specific notation to enter into work session. Normally, a brief "break" period is taken after the regular session and prior to the work session.

- **WORK SESSION**

The Village Board convenes in work session to discuss a variety of topics. These topics are normally scheduled for open discussion and are utilized for the elected officials, staff and citizens to interact during the policy process well before any decision point is reached. Public input is also welcome during the work session. The Mayor will acknowledge those wishing to address the Board.