

**RULES OF PROCEDURE AND PROTOCOL
FOR THE LONG GROVE ARCHITECTURAL COMMISSION**

1. Introduction

These rules of procedure and protocol have been established to promote the health, safety, and general welfare of the citizens of the Village of Long Grove by creating an efficient and effective forum and a positive and professional atmosphere within which the business of the Long Grove Architectural Commission ("AC") can be conducted. The meetings of the AC are conducted in accordance with the Illinois Open Meetings Act, which means that the general public is welcome to attend and observe all meetings, and to participate in the proceedings conducted by the AC. These rules of procedure and protocol are intended to foster efficient and effective meetings and are not intended to discourage public comment or dilute the public participation.

2. General Provisions

- a. These rules shall be supplementary to the provisions of the Village Code of the Village of Long Grove and Illinois statutes as they relate to the powers, duties, and procedures of the AC.
- b. The Village Attorney shall be consulted in cases where the powers and duties of the AC are not clearly defined.

3. Membership

- a. The AC shall be established in Section 2-3-3 of the Village Code of Long Grove.
- b. Except in unforeseen circumstances, AC members shall notify Village staff as soon as possible, but not less than forty-eight hours in advance of a meeting, of an expected absence from that meeting.
- c. Three consecutive absences by any member, or four total absences in any calendar year, will automatically mandate a discussion of the matter by the AC and subsequent report and recommendation to the Village Board;

4. Responsibilities and Duties of all AC Members

- a. AC members should prepare for meetings in advance. Background and informational questions should be addressed with staff members during working hours rather than during AC meetings, unless the answers to such questions will have value of broad and general applicability or would tend to direct the deliberations on a matter pending public discussion. AC members should be fair, patient, and respectful of all individuals who speak before, or make presentations to, the Board at public meetings. No partiality, prejudice, or disrespect should ever be evident on the part of any individual AC member.

- b. AC members should maintain focus on the matters of business before them. Discussion of matters not relevant to pending business should be avoided. AC members should be concise and avoid repetition when making comments or engaging in discourse with speakers during public meetings.

5. Chairperson of the Commission

- a. The Chairperson of the AC shall supervise the affairs of the AC, preside at all meetings of the AC and decide all points of order unless otherwise directed by a majority of all AC members present at the meeting.
- b. The Chairperson has the responsibility and authority to control the meeting. The Chairperson may:
 - Set reasonable time limits for public comment.
 - Establish procedures for cross-examination, if applicable.
 - Schedule the appearance of witnesses.
 - Take whatever steps are deemed reasonable by the Chairperson to control the conduct of the meeting to assure it is administered in an orderly and efficient manner.
- c. In the Absence of the Chairperson, a "Chairperson Pro-tem" shall be appointed and shall serve for the duration of the meeting at which Chairperson is absent, subject to the consent of the AC members present at the meeting at which the Chairperson is absent.

6. Regular and Special Meetings

- a. All meetings shall be held in accordance with the Illinois Open Meetings Act. The minutes of open meetings of the AC are public records and, as such, are available for review by the general public in accordance with the Illinois Open Meetings Act and the Illinois Freedom of Information Act. Copies of the minutes of the AC meetings are available in the Village Clerk's office, subject to payment of applicable fees established by the Village Board and in accordance with the Freedom of Information Act and are also available on the Village's website.
- b. Meetings shall be conducted in accordance with these rules of procedure and protocol. For all matters not governed by these rules, matters of the AC shall be governed by *Robert's Rules of Order, Newly Revised 10th Edition*. In the case of an inconsistency or conflict between these rules and *Robert's Rules of Order*, these rules shall apply and control. If a matter is not covered by these rules, then *Robert's Rules of Order* shall apply and control. In the event that these rules, or *Robert's Rules of Order*, are in conflict with a specific provision of a Village code or ordinance or a state statute then the code, ordinance, or statute shall apply and control.

- c. Meetings shall commence at 7:00 p.m. and shall not proceed past 10:00 p.m. unless a majority of the AC members present at the meeting are in favor of extending the meeting to a time specific. Any agenda items or other business not addressed within this time frame will be continued to the next regular meeting of the AC or, at the discretion of the AC, to a special meeting.

7. Conduct of Public Meetings

- a. Introduction by the Chairperson. The Chairperson shall begin each segment of the public meeting by announcing the name of the petitioner and the nature of the request.
- b. Village Staff's Summary of Petition. Village staff shall summarize the basic facts of, and relief requested (if any) in each request before the AC.
- c. Petitioner's Presentation. The petitioner shall present their request and any other evidence as necessary. In general, the AC shall allow the petitioner to make this presentation without interruption, except for those questions allowed by the Chairperson that may be immediately necessary to aid the AC or the public in understanding the presentation.
- d. AC Action. Based on the discussions, the AC may: (a) require the petitioner, Village staff, and/or the Village Attorney to provide new or additional information and continue the request to a date certain; or (b) take action (vote) on the request, or as appropriate, make recommendation to the Village Board.

8. Member Coudct Outside of Meetings

Members should be aware of their status on the AC when participating in activities outside of the meeting forum. AC members should make a clear distinction between their personal views on an issue which may face the community and their views as an AC member. No individual AC member may act independently on behalf of the Board. In cases where ambiguity or clarification is needed the Chairperson should be contacted prior to taking part in such activities.

9. Sub-Committees

- a. Subcommittees may be formed as necessary to further the duties and responsibilities of the Commission, but all business conducted by any Sub-Committee shall be done in compliance with the Illinois Open Meetings Act.
- b. Per Village Ordinance 2014-O-19 "minor remodeling" applications may be approved administratively with "guidance and guidelines" in the

review of such applications to be provided by the Architectural Commission.

- c. A subcommittee consisting of two (2) members of the Commission, those being the Chairperson and one additional member of the Architectural Commission, to be selected on a random and rotating basis, shall be convened as necessary for the purpose of review of "minor remodeling" applications as established by Ordinance 2014-O-19.
- d. If consensus on "minor remodeling" request cannot be reached by the sub-committee then review of the request by the full AC shall be required.
- e. Findings of this subcommittee (or full Commission as the case may be) with regard to acceptable building materials shall be maintained by Village Staff for future reference.
- f. Once materials have been deemed acceptable for "minor remodeling" purposes, future requests utilizing appropriate approved materials may be administratively approved by Village Staff without further subcommittee or other Commission review.
- g. "Minor remodeling" applications utilizing a 1 for 1 replacement of existing materials with identical replacement materials may be approved administratively by Village Staff without further subcommittee or other Commission review.
- h. Staff may refer any request for minor remodeling to the subcommittee or full Commission for review should there be any question or uncertainty regarding the appropriateness of materials to be utilized in any such a request