

AGENDA POLICY

The following deadlines exist for submittal of items for the agenda:


Regular Village Board Meeting (Second Monday of the month)	12 Noon Wednesday prior to meeting
Special Village Board Meeting	24 hours prior to the meeting (Section 2-2-10) (applicable special meeting fee payable <u>prior</u> to agenda formulation if initiated by <u>anyone other</u> than Village Board, Plan Commission, Staff, Village Attorney, Village Financial Planner or Village Engineer.)
Plan Commission Meeting (Fourth Tuesday of the month)	12 Noon third Monday of the month
Special Plan Commission	24 hours prior to the meeting (Section 2-2-10) (applicable special meeting fee payable <u>prior</u> to agenda formulation if initiated by <u>anyone other</u> than Village Board, Plan Commission, Staff, Village Attorney, Village Financial Planner or Village Engineer.)

Items submitted after the deadline, unless extremely urgent in nature and requested by the Village Board, Plan Commission, staff, Village Attorney, Village Financial Planner or Village Engineer, will be scheduled on the next regular meeting. If anyone, other than the aforementioned, requests a special meeting between regularly scheduled meetings, a special meeting fee will apply. Every attempt will be made to hold meetings on Monday or Tuesday evenings.

The Clerk-Treasurer has the right to deny a topic for the agenda if the deadline is not met.

Everyone who submits items for the agenda are asked to adhere to this policy and organize their work accordingly.

DATED: January 11, 1999


Village President


Village Clerk-Treasurer