

**AN ORDINANCE AMENDING VARIOUS PROVISIONS OF THE
CODE OF ORDINANCES OF THE CITY OF ROLLING MEADOWS
REGARDING CITY OFFICERS AND COMMISSIONS,
COMMITTEES AND BOARDS OF THE CITY**

WHEREAS, the City of Rolling Meadows, Cook County, Illinois (“City”) is a home rule unit of local government pursuant to Article VII, Section 6 of the 1970 Illinois Constitution and is incorporated and operates under the Managerial Form of Municipal Government pursuant to Article 5 of the Illinois Municipal Code (Ill. Const. 1970, Art. VII, §6; 65 ILCS 5/5-1-1 *et seq.*); and

WHEREAS, Article VII, Section 6 of the 1970 Illinois Constitution authorizes the City, as a home rule unit of local government, to exercise any power and perform any function pertaining to its government and affairs, except as limited by Section 6, and also authorizes the City to provide for its officers, their manner of selection and terms of office only as approved by referendum or as otherwise authorized by law (Ill. Const. 1970, Art. VII, §6(a) and §6(f)); and

WHEREAS, with respect to the office of alderperson of the City, the electors of the City established certain term limits, approved by referendum on March 17, 2020, that “no person shall be eligible to seek election to or hold the office of alderman where that person has been previously elected to the office of alderman of the City of Rolling Meadows for two (2) consecutive full four (4) year terms”; and

WHEREAS, with respect to other appointed offices of the City, Section 3.1-10-17 of the Illinois Municipal Code authorizes the City to establish term limits and qualifications of appointed officers of the City by ordinance, with said term limits to be imposed prospectively (65 ILCS 5/3.1-10-17); and

WHEREAS, the corporate authorities of the City find it necessary and in the best interest of the City to exercise its home rule powers and its statutory authority in order to establish term limits for appointed officers and to establish certain other qualifications for appointment and operational provisions applicable to committees, commissions and boards of the City; and

WHEREAS, the City Council is authorized by Section 5-2-19 of the Illinois Municipal Code to provide by ordinance that the clerk of the City be appointed, in lieu of electing a clerk (65 ILCS 5/5-2-19); and

WHEREAS, pursuant to Section 3.1-30-5 of the Illinois Municipal Code, the City Council, by ordinance approved by two-thirds (2/3) vote and to take effect at the end of the current fiscal year, may discontinue any appointed office and devolve the duties of that office on any other municipal officer (65 ILCS 5/3.1-30-5); and

WHEREAS, the corporate authorities find it necessary and in the best interest of the City to exercise its statutory authority to provide that the office of clerk of the City be an appointed office and thereafter devolve the duties of the City clerk's office on the Deputy City Clerk.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Rolling Meadows, Cook County, Illinois, as follows:

Section 1: The facts and statements contained in the preambles to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

Section 2: Paragraph (b) of Section 2-37 entitled "Election and terms; legislative functions generally", of Division 1, of Article II entitled "Council", of Chapter 2 entitled "Administration", of the Code of Ordinances, City of Rolling Meadows is hereby amended to be consistent with results of the referendum of March 17, 2020, and to read as follows:

Sec. 2-37. - Election and terms; legislative functions generally.

(b) Effective with the aldermanic election of April, 2021, and for each election thereafter, no person shall be eligible to seek election to or hold the office of alderperson where that person has been previously elected to the office of alderperson of the City of Rolling Meadows for two (2) consecutive full four-year terms.

Section 3: Pursuant to Section 3.1-10-17 of the Illinois Municipal Code and the City's home rule authority, the term of any person appointed to any committee, commission or board of the City shall be limited so that no person shall be eligible to hold such appointed office where that person has been previously appointed to that office for three (3) consecutive terms, with said term limitation to be imposed prospectively.

Section 4: In accordance with the term limits established in Section 3 of this Ordinance and in order to establish certain other qualifications for appointment and operational provisions applicable to committees, commissions or boards of the City, Division 1 of Article V, entitled "Boards, Commissions and Committees" of Chapter 2 of the Code of Ordinances, City of Rolling Meadows shall be amended to read as follows:

ARTICLE V. - BOARDS, COMMISSIONS AND COMMITTEES

DIVISION 1. - GENERALLY

Sec. 2-660. – Application.

The provisions of this division shall apply to appointed offices of all committees, commissions and boards of the city, unless specifically excepted and regardless of whether said committee, commission or board is specifically established in this article or elsewhere in the code. This division shall not apply to the city council or any office of the city council or to any elected office on any committee, commission or board of the City.

Sec. 2-661. - Prohibited familial relationships.

No person shall be eligible for the appointment to any committee, commission or board of the city, if the proposed appointee is related, either by blood or by marriage up to the degree of first cousin, to the mayor or any alderperson of the city.

Sec. 2-662. – Term Limitation.

Following October 14, 2025, no person shall be eligible for appointment to any committee, commission or board of the city where such person has held such appointment for three (3) consecutive terms. This term limitation shall be applied prospectively and any term of office held prior to October 14, 2025, shall not count toward this term limitation. This section does not apply to city staff or an alderperson holding and appointed office on any committee, commission or board of the city.

Sec. 2-663. – Absences.

No person appointed to any committee, commission or board of the city shall miss more than three (3) consecutive meetings for the duration of their appointment. An appointee's absence from three (3) consecutive meetings shall constitute a de facto resignation and result in an automatic vacancy in the appointed office. A de facto resignation shall not be considered a removal from office and any process afforded in this code or elsewhere with respect to the removal from office shall not be applied in the event of a de facto resignation. Consecutive absences shall not include an absence where the appointee can show a medical necessity for the absence, such as personal illness, serious illness of a member of the appointee's immediate family, or a death in the person's immediate family. For purpose of this section, immediate family shall mean parent, spouse or child of the appointee. This section applies to all persons holding an appointed office on any committee, commission or board of the city, including city staff or an alderperson holding such appointed office.

Section 5: Pursuant to and in accordance with Section 5-2-19 of the Illinois Municipal Code, the office of clerk of the City shall be an appointed office.

Section 6: Pursuant to Section 3.1-30-5 of the Illinois Municipal Code and effective January 1, 2026, the office of clerk of the City is hereby discontinued and those duties of the office of clerk of the City are devolved on the Deputy City Clerk.

Section 7: In accordance with Section 6 of this Ordinance, Division 4 entitled “City Clerk”, of Article III entitled “Officers”, of Chapter 2 entitled “Administration” of the Code of Ordinances, City of Rolling Meadows shall be amended by deleting Division 4 in its entirety and replacing Division 4 with the following:

DIVISION 4. – DEPUTY CITY CLERK

Sec. 2-291. - Office created; appointment; duties.

There is hereby created the office of deputy city clerk who shall be appointed by the city manager. The deputy city clerk shall discharge the functions and duties of the office of city clerk as required by state statute, city ordinance or other applicable law, and shall perform such other duties as may be assigned by the city manager. The deputy city clerk need not be a resident of the city.

Secs. 2-292—2-330. - Reserved.

Section 8: Article IX entitled “Open Meetings”, of Chapter 2 entitled “Administration”, of the Code of Ordinances, City of Rolling Meadows is hereby amended to add a new Section 2-1173 entitled “Remote Attendance at Meetings”, to read as follows:

Sec. 2-1173. – Remote Attendance at Meetings.

(a) Application.

This section applies to all meetings held under the Open Meetings Act by the public body, including meetings of the city council, as well as meetings held by committees, commissions and boards of the city.

(b) Qualifications for remote attendance.

- (1) Although the expectation is that the members of any committee, commission or board of the city (“public body”) physically attend all meetings, the public body may allow a member to attend an open or closed meeting of the public body by means other than physical presence (“remote attendance”) if the requirements of this section are met.
- (2) If a quorum of the public body is physically present, as required by section 2.01 of the Open Meetings Act (5 ILCS 120/2.01), and upon a majority vote of the public body physically present, a member of the public body may attend an open or closed meeting of the public body by other means (“remote attendance”), if the member is prevented from

physically attending because of (i) personal illness or disability; (ii) employment purposes or the business of the city; or (iii) a family or other emergency. "Other means" is by electronic means (e.g., video or audio conference). The following rules shall govern the remote attendance of meetings.

(c) Pre-meeting requirements.

- (1) Any member who is unable to physically attend any regular or special meeting of the public body shall notify the city manager not less than two (2) business days in advance of the meeting, in order to allow adequate time for city staff to prepare for the member's remote attendance at the meeting, unless such minimum notice is not possible, then such notice shall be given as soon as practicable. The member requesting remote attendance will be provided confirmation from the city manager, or the manager's designee, of the member's ability to attend the meeting remotely. When notice of remote attendance has been timely provided by the member, information regarding the reason for the remote attendance and the medium by which the member will attend will be provided to the public body.
- (2) Participation in the meeting shall be by telephone or other audio or audio-visual electronic device that is compatible with the city's telephone system or other transmission-receiving device used by the city for such remote attendance. It shall be the responsibility of the physically absent member to verify with the city manager, or the manager's designee, which system the city will be using. Participation by e-mail, texting, or other non-audio means is prohibited. It shall be solely the responsibility of the physically absent member to ascertain that the electronic means selected for participation is compatible and workable with the city's telephone system or other transmission receiving device.
- (3) The physically absent member must provide a direct-line telephone number where the member can be reached or other direct connection to the device through which the member is participating, and must be available at such telephone or other device when contacted prior to the start of the meeting.
- (4) The telephone or other device used by the physically absent member must provide a clear connection, and be in a location with relatively no background noise.
- (5) If the physically absent member is participating by a device that must be accessed by means other than the dialing of a ten digit telephone number on a standard telephone keypad, the city manager, or the manager's designee, must be provided with complete and specific written instructions for establishing the connection, at the same time that the notice of the physically absent member's desire to remotely attend the meeting is provided.

- (6) The physically absent member shall be provided, prior to the meeting, an electronic copy of any documents to be considered at the meeting.
 - (7) The physically absent member may be asked to provide documentation supporting his or her physical absence at the meeting.
- (d) Meeting requirements.
- (1) The presiding officer of the meeting of the public body must be physically present at the meeting. If the chair attends the meeting remotely, he or she shall vacate the chair, and a chairperson pro tem who is physically present shall preside.
 - (2) After a roll call establishing that a quorum is physically present, the presiding officer shall call for a motion that a member may be permitted to attend the meeting remotely after specifying the reason for such remote attendance. The motion must be approved by a majority of the members of the public body present at the meeting.
 - (3) If the motion to allow for the remote attendance of a member of the public body is approved, the presiding officer, or a designee, shall be obligated to attempt to make a connection with the physically absent member only once. Further attempts to do so and/or delaying the commencement or other proceedings of a meeting while attempting to make connection shall be in the absolute discretion of the presiding officer. The commencement of a meeting or other proceeding shall not be unreasonably delayed because of an attempt to make a connection with the physically absent member.
 - (4) All members of the public body and members of the general public in attendance at the meeting must be able to hear at all times the comments of the physically absent member.
 - (5) If a speaker phone is used by the member for remote attendance at the meeting, all attending members wishing to speak will identify themselves by name and be recognized by the presiding officer.
 - (6) If at any time the physically absent member is unable to hear comments by the attending members and the general public or the attending members or the general public are not able to hear the physically absent member, or the presiding officer determines, in his or her absolute discretion, that the participation of the physically absent member has become disruptive to the conduct of the meeting because of a technical problem, and such problem cannot be corrected, the presiding officer shall order the physically absent member to be disconnected. The time and the reason for such disconnection shall be noted in the minutes.

(e) Conduct of meetings.

- (1) All meetings of the public body which are held pursuant to this section shall be governed in the same manner as other meetings of the public body, except that all votes shall be taken by roll call.
- (2) Any member of the public body attending remotely shall be considered a remote attendee and counted as present remotely for that meeting. The meeting minutes shall also reflect and state specifically whether each member is physically present or remotely present.
- (3) A member permitted to attend remotely will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The member attending remotely shall be heard, considered and counted as to any vote taken. Accordingly, the name of any member attending remotely shall be called during any vote taken and his or her vote counted and recorded in the minutes for the corresponding meeting.
- (4) No more than two (2) members of the public body may attend the same meeting by remote attendance. If two (2) members of the public body attend the same meeting remotely, such members are prohibited from being in the same vicinity.

Section 9: Section 2-114 entitled “Attendance at meetings by means other than physical presence (remote attendance)”, of Division 2 entitled “Rules of Procedure” of Article II entitled “Council”, of Chapter 2 entitled “Administration”, of the Code of Ordinances, City of Rolling Meadows is hereby amended to delete Section 2-114 in its entirety.

Section 10: Division 1 entitled “Generally” of Article II entitled “Council”, of Chapter 2 entitled “Administration”, of the Code of Ordinances, City of Rolling Meadows is hereby amended by adding a new Section 2-55 to read as follows:

Sec. 2-55. – Failure to Attend Consecutive City Council Meetings – Abandonment

If any member of the City Council fails to attend three (3) or more consecutive City Council meetings and provides no communication to the City Manager or Mayor in the span of those meetings, the City Council must commence proceedings to determine whether a vacancy in the member’s office has occurred by abandonment. Such proceedings shall include the member’s opportunity to be heard on the matter and shall be initiated by the passage of a resolution approved by the affirmative vote of a majority of the City Council. The initiating resolution shall: (i) identify the member’s possible abandonment of office; (ii) establish a date and time for a hearing to be held before the City Council in order to receive facts related to the abandonment; (iii) provide notice requirements for the member at issue regarding the hearing; and (iv) establish hearing procedures that shall include the member’s right to representation and the opportunity to present witnesses

and evidence in the member's defense. The hearing required under this section must be held at a regular or special meeting of the City Council and may be held in closed session as authorized under Section 2(c)(3) of the Illinois Open Meetings Act. Within 30 days after closing the hearing, the City Council shall make a final determination on the issue of the abandonment. Such determination must be made in writing and announced at a meeting open to the public. If the City Council's determination is that an abandonment of the office has occurred, such determination must be made by the passage of a resolution approved by the affirmative vote of a majority of the City Council that includes a finding of abandonment and contains a factual basis supporting that finding. A vacancy in office exists on the date the City Council determines by resolution that the office has been abandoned. Any such vacancy shall be filled in accordance with relevant provisions of the Illinois Municipal Code.

Section 11: If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance or any part thereof is, for any reason, held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance, or any part thereof.

Section 12: All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

Section 13: This Ordinance shall be in full force and effect upon its passage and approval by a two-thirds (2/3) affirmative vote of the City Council in accordance with law.

ADOPTED this 14th day of October, 2025.

AYES: O'Brien, Reyez, Koehler, McHale, Budmats

NAYS: 0

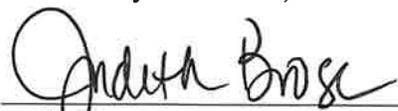
ABSENT: Vinezeano, Boucher

APPROVED by me this 14th day of October, 2025.



Lara Sanoica, Mayor

ATTESTED and filed in my office,
this 14th day of October, 2025.



Judith Brose, Deputy City Clerk