

**A RESOLUTION CREATING  
A CAPITAL PROJECTS COMMITTEE**

WHEREAS, the City, from time to time, compiles a list of capital projects and revises, reviews and supplements the list of projects; and

WHEREAS, the City Council has determined that it is in the best interests of the City to create a Capital Projects Committee to review and make recommendations to the City Council concerning proposed capital projects within the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rolling Meadows, Illinois, as follows:

SECTION ONE: There is hereby created the Capital Projects Committee of the City of Rolling Meadows.

SECTION TWO: The Committee shall review and make recommendations to the City Council concerning capital improvement projects proposed by the City Manager.

SECTION THREE: The members of the Capital Projects Committee shall consist of the following:

- A. Two (2) City Staff Members;
- B. Two (2) Alderman of the City; and
- C. Three (3) Residents of the City.

The members shall be appointed by the Mayor and confirmed by the City Council. The term of office of each member shall be for three (3) years or until his successor is appointed. If any vacancy occurs during the term of office, appointment shall be made for the unexpired term, only upon the appointment of the Mayor and confirmation by the City Council.

SECTION FOUR: The Committee shall elect among its members a chairman and a secretary. The chairman shall conduct the meetings. All the members and officers of the Committee shall serve as such without compensation, except that if the City Council shall deem advisable, the secretary may receive such compensation as may be fixed from time to time by the City Council. If the Committee shall deem it advisable to secure technical advice or service, it may do so upon authority from the City Council. Four (4) members of the Committee shall constitute a quorum for conducting the business of the Committee. A majority of a quorum is required for approval of all motions to come before the Committee. The Committee shall keep written minutes of its meetings and proceedings, which shall be available at the office of the City Clerk, except to the extent minutes may not be disclosed to the public pursuant to the provisions of the Open Meetings Act. Committee meetings shall be open to the public and shall be conducted pursuant to the requirements of the Open Meetings Act, 5 ILCS 120/1 et seq. The rules of parliamentary practice comprised in the latest published edition of Roberts Rules of Order, Newly Revised, shall govern the Committee in all matters to which the rules are applicable and to the extent they are not inconsistent with the Committee's adopted rules.

SECTION FIVE: The Committee shall meet at least quarterly and as more frequently as determined by a call for a meeting by the chairman or three (3) committee members.

Regular and special meetings of the Committee may be called by the chairman or by any three (3) members of the Committee in writing filed with the secretary. Notice of all meetings shall be given as required by the Illinois Open Meetings Act, 5 ILCS 120/1 et seq. Not less than 48 hours prior to such meeting, the secretary shall cause notice of such meeting to be given to each member of the Committee. The notice shall specify the location, time and purpose of such meeting and shall be delivered to each member of the Committee personally if he can be found,

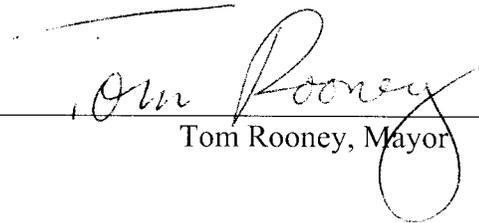
and if he cannot be found, by leaving a copy of such notice at the home of such Committee member with an adult member of the family of the member. The secretary shall execute an affidavit showing service of such notice as provided in this section or a bona fide attempt to make service on each member as provided in this section, which affidavit shall be retained with the records of the Committee. Any meeting of the Committee shall be a meeting for the transaction of business, provided that agenda items are disclosed at the time of notification of the meeting.

YEAS: Cannon, Allen, Judd, Banger, D'Astice, Larsen

NAYS: 0

ABSENT: Buske

Passed and approved this 25<sup>th</sup> day of September 2012.

  
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Tom Rooney, Mayor

ATTEST:

  
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Ginny Cotugno, Deputy City Clerk