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**WHEELING TOWNSHIP**  
**COOK COUNTY, ILLINOIS**

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**ORDINANCE**

**NUMBER 2025-04**

**AN ORDINANCE ESTABLISHING RULES GOVERNING MEETINGS OF THE  
WHEELING TOWNSHIP BOARD**

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**MARIA ZELLER BRAUER, Township Supervisor**  
**JOANNA GAUZA, Township Clerk**

**JOHN GEIER**  
**LORRI GRAINAWI**  
**AUSTIN MEJDRICH**  
**SHERI WILLIAMS**  
**Trustees**

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**Prepared by ODELSON, MURPHEY, FRAZIER & McGRATH, LTD. - Township Attorneys**  
**3318 West 95th Street - Evergreen Park, Illinois 60805**

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**WHEELING TOWNSHIP**

**ORDINANCE NO. 2025-03**

**AN ORDINANCE ESTABLISHING RULES GOVERNING MEETINGS OF THE  
WHEELING TOWNSHIP BOARD**

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**WHEREAS**, Wheeling Township, Cook County, Illinois is a duly organized and existing township and unit of local government organized under the laws of the State of Illinois and is operating under the provisions of the Illinois Township Code, 60 ILCS 1/1-1, *et. seq.*, and all laws amendatory thereto; and

**WHEREAS**, Section 80-10 of the Township Code, 60 ILCS 1/80-10, permits the Township Board to adopt rules governing their meetings; and

**WHEREAS**, the Illinois Open Meetings Act, 5 ILCS 120/1, *et seq.*, permits attendance at meetings by means other than physical presence in both emergency and non-emergency situations, 5 ILCS 120/7; and

**WHEREAS**, the Illinois Open Meetings Act further provides that “Any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body”, 5 ILCS 120/2.06(g); and

**WHEREAS**, the Supervisor and Board of Trustees (the “Township Board”) seek to establish uniform rules for the conduct and procedure of Wheeling Township Board Meetings.

**NOW THEREFORE, BE IT ORDAINED** by the Supervisor and Board of Trustees of Wheeling Township, Cook County, Illinois, as follows:

**SECTION 1.** The above recitals and legislative findings are found to be true and correct and are hereby incorporated herein and made part hereof, as if fully set forth in their entirety.

**SECTION 2.** The Wheeling Township Board Meeting Rules and Procedures, Rules Governing Public Comment, Remote Attendance Policy, and Disaster Remote Attendance Policy are hereby attached as **Exhibits A, B, C, and D**, respectively, and incorporated as if fully set forth herein their entirety.

**SECTION 3.** The Policies herein shall remain on file together with the Ordinance of the Board approving same.

**SECTION 4.** All ordinances, resolutions, rules, policies, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded and repealed.

**SECTION 5.** If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

**SECTION 6.** This Ordinance shall be in full force and effect from and after its adoption and approval according to law.

**ADOPTED** by the Supervisor and Board of Trustees of Wheeling Township, Cook County,  
Illinois this 22 day of July 2025, pursuant to a roll call vote, as follows:

	YES	NO	ABSTAIN	ABSENT
Trustee Geier	✓			
Trustee Grainawi	✓			
Trustee Mejdrich	✓			
Trustee Williams	✓			
Supervisor Zeller Brauer	✓			
<b>TOTAL</b>	<u>5</u>			

**APPROVED** at a Regular Meeting of the Board of Trustees of Wheeling Township, on  
July 22, 2025.

  
\_\_\_\_\_  
Maria Zeller Brauer, Supervisor

ATTEST:

  
\_\_\_\_\_  
Joanna Gauza, Township Clerk

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**EXHIBIT A**

**Wheeling Township Board Meeting Rules and Procedures**

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## **WHEELING TOWNSHIP BOARD MEETING RULES AND PROCEDURE**

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### **I. Time and Place of Township Board Meetings.**

- (a) The Wheeling Township Board of Trustees shall hold regular meetings on the fourth (4<sup>th</sup>) Tuesday of each month at the lower level of Wheeling Township Hall, 1616 North Arlington Heights Road, Arlington Heights, Illinois 60004 at 7:00 pm. Any modifications to this schedule or meeting location shall be made in the manner provided by State law.
- (b) Special board meetings may be called upon the request of the Supervisor or any two (2) board members. Upon a proper request, the Township Clerk shall call a special meeting at the time requested and shall furnish at least 48 hours' notice to the Supervisor and all Board members in addition to any further notice required by law.
- (c) To the extent applicable, these Rules and Procedures shall also apply to any Township committee meetings, annual or special meeting of the Electoral (e.g., Annual Town Meeting), public hearings, or any other town hall or other meetings of the Township.

### **II. General Meeting Rules.**

- (a) All Township Board Meetings shall comply with the provisions of the Illinois Open Meetings Act, 5 ILCS 120/1, *et. seq.*
- (b) A majority of the Township Board of Trustees shall constitute a quorum to conduct business.
- (c) The Township Supervisor shall act as the Chair of the Township Board meetings and shall call the meeting to order at the time designated or as soon thereafter as practical.
- (d) If the Township Supervisor is absent, the Board of Trustees shall nominate a Trustee to serve as acting/meeting Chair in the Supervisor's absence.
- (e) The Township Board may determine if an absence by one of its members is excused or not.
- (f) The Chair shall be responsible for preserving decorum and deciding questions of order in consultation with the Township Attorney on questions of parliamentary procedure.
- (g) Public comment shall be held according to the Agenda and shall be limited to three (3) minutes per speaker and otherwise consistent with the rules for public comment adopted by the Township Board. This rule shall not apply to elected officials or Township staff who are recognized by the Chair to give their official reports as part of the Agenda, but said reports shall not last more than five (5) minutes each without leave of the Chair.

- (h) The Meeting Rules may be suspended by a 2/3 vote of the members of the Board.

### **III. Meeting Rules of Procedure.**

- (a) In all cases not covered by these Rules, the provisions of the latest published edition of Robert's Rules of Order shall govern.
- (b) The Township Board of Trustees meeting shall follow the Meeting Agenda unless a proper motion is made to consider an item out of order.
- (c) All actions of the Board shall proceed by way of motion. The motion shall be clearly stated and articulated by the Supervisor or the Trustee making the motion.
- (d) If a motion does not receive a second, the motion fails, and no discussion may be held on that specific question.
- (e) When a motion has been seconded, then discussion, debate, and questions by Board members may follow.

### **IV. Rules of Discussion.**

- (a) No Board member may speak until recognized by the Chair, who must recognize each member who wishes to speak during discussion.
- (b) No member may interrupt the speaker or hold any private discourse during the discussion of a motion.
- (c) Certain subsidiary motions may be made during discussion on the main motion and must be voted upon unless rescinded or withdrawn. The only subsidiary motions that may be considered when a main motion is on the floor are as follows:
  - 1. Motion to Adjourn.
  - 2. Motion for Recess.
  - 3. Motion to Table.
  - 4. Motion to Call the Question.
  - 5. Motion to Postpone to a date certain.
  - 6. Motion to Send to Committee.
  - 7. Motion to Amend the wording of the Motion.
  - 8. Motion to Substitute.
  - 9. Motion to Postpone Indefinitely.
- (d) Upon close of discussion, the Chair shall call the question for a vote. The Clerk shall call the roll and record the vote of each member. The Chair shall then announce the result of the motion.
- (e) Any Board Member who has a direct financial interest in the motion may not vote and must recuse himself from all discussion on that particular motion or matter.

**V. Motions Regarding Parliamentary Procedure.**

- (a) **Point of Order.** Any Trustee may call for a point of order when he or she feels the rules are being violated. The Chair must then enforce the rules if she or he finds the point of order is well taken. The Chair may call another member to order if he or she violates the rules.
- (b) **Appeal.** If a Trustee disagrees with the Chair's decision regarding parliamentary procedure, he or she may appeal from the Chair's decision. The Chair must then clearly state the question at issue and her or his reasons for the ruling. The members then vote on whether to sustain the decision of the Chair.
- (c) **Reconsideration.** Any Trustee who votes with the prevailing side on any motion, or who was absent from the vote, may move for a reconsideration (or rescission). The motion for reconsideration (or rescission) is no longer in order after the expiration of the next regular meeting of the Board.

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**EXHIBIT B**

**Rules Governing Public Comment at Wheeling Township Meetings**

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## **RULES GOVERNING PUBLIC COMMENT AT WHEELING TOWNSHIP BOARD MEETINGS**

### **I. Purpose.**

The purpose of these Rules is to allow members of the public to attend and participate in all open meetings of the Board as authorized by Section 2.06 of the Open Meetings Act, 5 ILCS 120/2.06(g), subject to the rules and limitations applicable to such attendance and participation as set forth in the Act and in these Rules.

### **II. Definitions.**

“Act” means the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

“Administrator” means the Director of Finance and Administration of Wheeling Township

“Board” means the Board of Trustees of Wheeling Township.

“Chair” means the Township Supervisor or her/his designee who presides at Township Meetings.

“Clerk” means the Township Clerk pursuant to the Township Code.

“Meeting” means any open meeting of the Board that is subject to the Act.

“Public Speaker” means a member of the general public and not an official or employee of the Township nor a member of the Board, who desires to participate and/or give testimony at a Meeting of the Board.

“Township” means Wheeling Township.

“Trustee” means a member of the Board, including the Supervisor.

### **III. Rules for Public Speaking and Participation at Open Meetings.**

The following rules shall apply at any Meeting of the Board at which public comment or testimony is taken:

- (a) *Public testimony at all Meetings.* Subject to the provisions herein, public testimony will be permitted at all Meetings of the Board. Any Public Speaker may address the Board in person in the Board’s meeting room at any regular or special Meeting required to be open to the public under the Act.
- (b) *Authorization to speak.* Authorization as a Public Speaker or providing written testimony shall be granted to those individuals who have submitted in writing: their name, address and/or municipality of residence (optional), subject matter, and organization (if any) to the Administrator.
- (c) *Public comment period.* Duly authorized Public Speakers shall be called upon to deliver testimony at a time specified in the Meeting agenda, or at the discretion of the Chair, but prior to final

action by the meeting body as is practicable. For remote meetings, to the extent applicable or otherwise allowed by law, the public comment period may be limited to written testimony which, if received by the Administrator by Noon on the day of the meeting, will be distributed to the Board, and a summary of the written comments received will be read into the record at the meeting. For in-person meetings where members of the public do not attend in person but wish to submit written comments, such written comments, if received by the Administrator by Noon on the day of the meeting, will be distributed to the Board, and a summary of the written comments received will be read into the record at the meeting.

- (d) *Germane subject matter encouraged.* Oral public testimony should be germane to a specific item(s) on the Meeting agenda or matters related to Township governance.
- (e) *Time limit for Public Speakers.* Oral public testimony will be limited to three (3) minutes. The Clerk will keep track of the time and advise when the time for public testimony has expired. Responses to inquiries from the Public Speaker by the Chair or Trustees shall not count towards any time limit. With leave, the Chair or a majority of the Trustees may extend a Public Speaker's time as desired. Nothing herein shall be construed to obligate any official to respond or further inquire to any comment, and it shall be the general policy of the Board to refrain from back-and-forth interactions during the public comment period in order to maintain decorum and an efficient and productive business meeting of the Township.
- (f) *Time limit for Public Comment.* The public comment portion of the meeting shall be limited to a total of thirty (30) minutes.
- (g) *Prohibited behavior for Public Speakers.* Written or oral public testimony shall not include the use of vulgar, abusive, or otherwise inappropriate language when addressing the Board; in-person behavior shall follow established decorum and be otherwise appropriate; failure to act appropriately, failure to speak to an item that is germane to the meeting or Township governance, or failure to adhere to the time requirements may result in expulsion from the Meeting and/or disqualify the Public Speaker from providing testimony at that Meeting or in the future. Verbal comments and testimony must be conducted in respectful speech with no personal attacks.
- (h) *Disruptions of Meetings prohibited.* Disruptions of Meetings are prohibited. Disruptions include, but are not limited to:
  - (1) Speech or testimony by a Public Speaker after expiration of the time allotted for the Public Speaker's public comment or testimony;
  - (2) Speech or testimony by any individual who has not been recognized by the Chair for public comment or testimony, or who is speaking in a volume louder than a low, conversational level appropriate for communication between persons seated next to each other in the chamber, or whose speech is audible by others;
  - (3) Holding or placing a banner or sign during a Meeting in a way that may endanger other individuals or that obstructs the free passage or view of others attending or viewing the Meeting;
  - (4) Obnoxious, inappropriate, or rude behavior or comments by any individual or member of the general public irrespective of whether or not they are a Public Speaker;
  - (5) If an individual engages in disruption of the Meeting, including, but not limited to, any of the actions described above, the Chair may: rule the individual out of order, direct

the individual to cease the activity and impose other reasonable conditions for the individual's continued presence at the Meeting. If the individual does not immediately comply with the Chair's order, the Chair may direct the removal of the individual from the Meeting. Unless otherwise ordered by the Chair, any individual ordered to be removed from a Meeting is excluded from returning to that Meeting, unless the decision of the Chair is overruled by a majority vote of those Trustees in attendance. Any two Trustees may place before the body the question of whether to permit the individual to return to the same Meeting;

- (6) If an individual is removed from two or more consecutive Meetings of the Board, the Chair may exclude the individual from attending future Board Meetings and/or participation in public comment or testimony periods at such Meetings:
  - (a) The Chair or Clerk shall notify the individual in writing of the type of exclusion, the specific reasons for the exclusion and the specific terms and length of the exclusion.
  - (b) The notice of exclusion shall advise that the individual may submit written comments to the Clerk for distribution to the Trustees at a future Meeting.
  - (c) The notice of exclusion shall be filed with the Clerk, who shall post it on the door to the Board chambers and on the Board's web page, provide a copy of the notice to Trustees and mail the notice to the individual's last known address, if any. The notice is effective when posted. The exclusion order shall remain posted on the door to the chambers for the duration of the exclusion period.
- (7) In determining the scope and length of an individual's exclusion, the Chair may consider the seriousness of the disruptions to the orderly conduct of the Meeting, the number of disruptions in which the individual participated and other reasons deemed relevant by the Chair.
  - (a) The Chair may issue an exclusion from attending future Board Meetings including participation in public comment or testimony periods.
  - (b) At the next regular Meeting of the Board, following the filing and posting of the exclusion notice, the exclusion order may be overruled or modified by a majority vote of those Trustees in attendance. Any two Trustees may place before the body the question of whether to overrule or modify the exclusion decision.
- (8) Any individual excluded from attending future Board Meetings or from participation in future public comment or testimony periods may appeal the exclusion by submitting a written appeal to the Clerk within five (5) calendar days after the exclusion notice is posted. The Clerk shall distribute copies of the appeal to all Trustees. The Board shall consider the appeal at the next regularly scheduled Board Meeting if any two Trustees place it before the body. The individual's exclusion shall remain in effect during the Board's consideration of the appeal.

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**EXHIBIT C**

**Wheeling Township Remote Attendance Policy**

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## WHEELING TOWNSHIP REMOTE ATTENDANCE POLICY

### **I. PURPOSE**

The purpose of this Policy is to allow members of the Township Board of Wheeling Township to attend and participate in open and closed meetings of the Board by video or audio means as authorized by Section 7 of the Open Meetings Act, 5 ILCS 120/7, subject to the rules and limitations applicable to such attendance and participation as set forth in this Policy.

### **II. DEFINITIONS**

- A. **“Act”** means the Illinois Open Meetings Act, 5 ILCS 120/1 et seq.
- B. **“Board”** means the Wheeling Township Board of Trustees.
- C. **“Township”** means the Wheeling Township.
- D. **“Meeting”** means any open or closed meeting of the Board that is subject to the Act.
- E. **“Qualifying Event”** means:
  - a. personal illness or disability;
  - b. employment purposes or business of the Township;
  - c. a family or other emergency;
  - d. unexpected childcare obligations; or
  - e. any other qualifying event allowed under Section 7 of the Open Meetings Act as may be amended from time to time.
- F. **“Policy”** means this Remote Attendance Policy and any modifications that may be approved from time to time by the Wheeling Township Board.
- G. **“Remote Means”** means video or audio conference only.
- H. **“Trustee”** means a member of the Township Board, including the Supervisor.

### **III. REMOTE ATTENDANCE PERMITTED**

Subject to the limitations set forth in **Section IV** below, a Trustee may attend any Meeting by Remote Means if the Trustee is prevented from physically attending the Meeting because of a Qualifying Event.

Nothing herein shall either limit the Township’s ability to, or require that the Township provide additional, remote access to meetings for members of the public to use.

### **IV. PROCEDURES FOR REMOTE ATTENDANCE**

1. No Trustee may attend any portion of a Meeting by Remote Means unless:
  - a. the Trustee is absent due to a Qualifying Event;
  - b. a quorum of the Board is physically present at the Meeting; and

- c. the absent Trustee provides notice to the Township Clerk or the designee of the Township Clerk specifying the Qualifying Event at least **48 hours** prior to the Meeting unless such advance notice is impractical. The notice may be given in person or in writing, or by phone, facsimile transmission, or e-mail. It shall include an explanation of why the member cannot attend, referring to one of the Qualifying Events listed in **Section II** above. Copies of the request shall be provided promptly to all members of the Board of Trustees, but in no event later than the meeting in question.
2. After a roll call establishing that a quorum is physically present at a Meeting, any Trustee physically present may make a motion to permit another Trustee to attend by Remote Means. Such motion shall state the Qualifying Event. All Trustees physically present may vote on whether such remote attendance will be allowed. The motion must be approved by a vote of a majority of those Trustees physically present.
3. The minutes of all Meetings shall reflect if a Trustee was physically present or was attending by Remote Means. Lack of such a specification shall be deemed to indicate that the Trustee was physically present.
4. A Trustee attending a Meeting by Remote Means shall be responsible for:
  - a. providing a telephone number or video conferencing link where he or she can be reached and must be available when contacted prior to the start of the meeting. The telephone or video conferencing link of the physically absent Trustee must provide a clean connection, and be in a location with relatively little to no background noise.
  - b. advise the Township Clerk and Board if he or she leaves from or returns to the Meeting.
  - c. advise the Township Clerk and Board of all other persons in the same room as such Trustee attending by Remote Means for any open session of the Board.
  - d. prohibit any third party from hearing or participating in any manner in a closed session of the Board.
  - e. be able to hear all comments made by officials in attendance, by other Absent Officials, and any public comments.
5. Upon receiving notice of a Trustee's intent to participate electronically, the Township Clerk or his/her designee shall make appropriate arrangements for the Trustee to attend from the remote location, by obtaining contact information and arranging a speaker phone or other suitable device for the meeting room. The equipment shall be such as to enable persons attending the meeting (including those in the audience) to hear the Trustee speak and shall also allow the Trustee attending from the remote location to hear other Board members and any person who addresses the Board.
6. If the Trustee who is attending from the remote location would normally chair the meeting, a Trustee who is physically present may be temporarily appointed to chair the meeting.
7. A Trustee attending a Meeting by Remote Means shall be permitted to fully participate in the Meeting as if he or she were physically present and shall comply with all Board's guidelines and procedures for conducting the Meeting.

8. Every Trustee shall be identified during all Board discussions so that each Trustee is aware of which Trustee is speaking at all times; and
9. Members of the general public present at the Meeting must be able to hear all discussions, testimony, and all votes of the Trustees.

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**EXHIBIT D**

**Wheeling Township Disaster Remote Meeting Policy**

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## **WHEELING TOWNSHIP DISASTER REMOTE MEETING POLICY**

### **I. Purpose.**

The purpose of these Rules is to allow members of the Township Board of Wheeling Township to attend and participate in open meetings of the Board in qualifying, declared emergency situations by video or audio means as authorized by Section 7 of the Open Meetings Act, 5 ILCS 120/7(e), subject to the rules and limitations applicable to such attendance and participation as set forth in the Act and in this Policy.

### **II. Definitions**

“**Act**” means the Illinois Open Meetings Act, 5 ILCS 120/1, *et seq.*

“**Board**” means the Board of Trustees of Wheeling Township.

“**Chair**” means the Township Supervisor or her/his designee who presides at Township Meetings.

“**Clerk**” means the Township Clerk pursuant to the Township Code.

“**Meeting**” means any open meeting of the Board that is subject to the Act.

“**Policy**” means this Disaster Remote Meeting Policy and any modifications that may be approved from time to time.

“**Remote Means**” means video or audio conference only.

“**Trustee**” means a member of the Board, including the Supervisor

“**Township**” means a member of the Township Board, including the Supervisor.

### **III. Remote Attendance Permitted During Declared Disaster.**

- (a) The Board may hold a Regular or Special Meeting by audio or video conference *without* the physical presence of a quorum of the members if:
  - (1) The Governor or Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns and the Township is covered by the disaster area;
  - (2) The Chair determines that an in-person meeting is not practical or prudent because of a disaster; and
  - (3) At least one member of the Board, the Township Attorney, or an administrative officer of the Township is physically present at the meeting location, unless unfeasible due to the disaster.

### **IV. Procedures for Remote Attendance (During a Disaster).**

- (a) Notice that the Meeting will be held by remote means shall be given to all members of the public body, shall be posted on the website, and shall be provided to any news media that has requested notice of meetings.

- (b) Members of the public may attend the Meeting at the regular meeting location unless attendance is not feasible due to the disaster. Where attendance is not feasible, the Board shall make other arrangements that allow the public to contemporaneously hear all discussion, testimony, and votes of the members by Remote Means.
- (c) When any Trustee attends any portion of a Meeting by Remote Means as permitted by these Rules:
  - (1) the minutes of the Meeting shall so reflect that such Trustee attended the Meeting by Remote Means;
  - (2) every Trustee shall be identified during all Board discussions so that each Trustee is aware of which Trustee is speaking at all times;
  - (3) All Trustees shall verify they can hear each other and all discussion and testimony; and
  - (4) members of the general public present at the Meeting must be able to hear all discussion, testimony, and all votes of the Trustees.
- (d) A Trustee attending a Meeting by Remote Means:
  - (1) shall be permitted to fully participate in the Meeting as if he or she were physically present, and shall comply with the Board's guidelines and procedures for conducting the Meeting; and advise the Deputy Clerk (if applicable), Clerk, and Board if he or she leaves or returns from the Meeting; and
  - (2) shall not allow any other persons in the same room as such Trustee attending by Remote Means.
- (e) All votes shall be conducted by roll call.
- (f) A verbatim record in the form of audio or video recording shall be made by the Board.
- (g) Members of the public wishing to make a comment during an audio or video conference meeting of the Board of Trustees must submit their comment to the Township Clerk in writing by electronic mail or personal delivery by noon (12:00 PM) on the date of the meeting. Additional accommodations for public comment may be provided, to the extent deemed feasible, including "live" public comment. Notice of said arrangements shall be provided on the Notice of the meeting so affected.

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