



# MEMO

**MEMO DATE:** April 1, 2021  
**TO:** Cottage Grove Village Board  
**FROM:** Ordinance Review Committee  
**RE:** Discuss Chapter 94-3 Meetings of the Village Board

**A special meeting of the Village Board was called recently and it was recommended that the procedures should be reviewed as electronic communication already creates a record of notification. Other changes include a 24 hour notice which is the same as the public posting notification requirements and inclusive pronoun changes.**

## Current Ordinance

Special meetings. Special meetings of the Village Board may be called by the Village President or any two Trustees in writing filed with the Clerk at least 48 hours prior to the time specified for such meeting. The Clerk shall immediately notify each Trustee of the time and purpose of such meeting by causing a written notice thereof to be delivered to each Trustee via electronic transmission, personally, if he or she can be found, or, if he or she cannot be found, then by leaving a copy of such notice at the home of such Trustee. The Clerk shall cause an affidavit showing service of such notice as herein provided to be filed in his or her office prior to the time fixed for such special meeting. Special meetings may be held without such notice when all members of the Village Board are present in person or consent in writing to the holding of such meeting, such written consent to be filed with the Clerk prior to the beginning of the meeting. Any special meeting attended by all the Trustees shall be a regular meeting for the transaction of any business that may come before such meeting.

## Proposed Changes

Special meetings. Special meetings of the Village Board may be called by the Village President or any two Trustees in writing filed with the Clerk at least ~~48~~ 24 hours prior to the time specified for such meeting. The Clerk shall immediately notify each Trustee of the time and purpose of such meeting by causing a written notice thereof to be delivered to each Trustee via electronic transmission, personally, if ~~he or she~~ the Trustee can be found, or, if ~~he or she~~ the Trustee cannot be found, then by leaving a copy of such notice at the home of such Trustee. The Clerk shall ~~cause an affidavit~~ keep record showing service of such notice as herein provided to be filed in ~~his or her~~ their office prior to the time fixed for such special meeting. Special meetings may be held without such notice when all members of the Village Board are present in person or consent in writing to the holding of such meeting, such written consent to be filed with the Clerk prior to the beginning of the meeting. Any special meeting attended by all the Trustees shall be a regular meeting for the transaction of any business that may come before such meeting.



The Ordinance Review Committee recommended approval of these changes with a vote of 4-0-0.