

**RULES OF THE CITY OF JOLIET
COMPREHENSIVE PLAN ADVISORY COMMITTEE**

I. GENERAL PROVISIONS

A. Authority

The Comprehensive Plan Advisory Committee (the "Committee") shall operate under the authority granted by:

1. Ordinance 18711, adopted by the City Council on January 7, 2025, under Article VII, Section 6(a) of the Illinois Constitution (1970) (Appendix A);
2. The Open Meetings Act, Chapter 102, Section 41, of the Illinois Revised Statutes, as amended;
3. Basic parliamentary procedures; and
4. The provisions outlined in these bylaws.

The City Corporation Counsel shall be consulted on matters where the Committee's powers are unclear.

B. Amendment of Bylaws

These bylaws may be amended by a two-thirds majority vote of a quorum of members. Any proposed amendment must be submitted in writing to the Secretary at least seven (7) days before the meeting in which it is considered. The Secretary shall ensure all absent members receive a copy of the proposed amendment(s).

C. Suspension of Rules

The Committee may suspend any bylaw provision by a two-thirds majority vote of members present at a regular or special meeting, provided a quorum is present.

II. MEMBERSHIP

A. Composition

The Committee shall consist of up to seventeen (17) members who are either residents of Joliet or have demonstrable educational, business, or philanthropic ties to the city.

B. Appointment and Terms

Members shall be appointed by the Mayor with the advice and consent of the City Council for a term of two (2) years, as provided in Section 2-260 of the Municipal Code of Ordinances. Members shall serve until their successors are seated or the Committee is dissolved.

C. Vacancies

Vacancies shall be filled through the same appointment process for the remainder of the unexpired term.

D. Resignations

Members shall provide at least one (1) month's written notice of resignation to the Secretary.

E. Conflict of Interest

Members shall comply with the Joliet Code of Ethics (Section 2-333 et seq. of the Code of Ordinances).

F. Public Statements

Any public statement made by an individual Committee member concerning Committee matters must be preceded by: "The following statement reflects my personal views and not necessarily those of the Committee."

No member shall represent personal opinions as those of the Committee unless formally approved by a vote of the Committee. Violations may result in censure and potential removal as per the enabling ordinance. All public policy statements issued by the Committee shall be sent to the City Council.

III. OFFICERS

A. Election

At the first regular meeting each year, members shall elect a Chairperson and Vice-Chairperson. Nominations must be made and seconded by members; self-nominations are not allowed. Officers shall assume their roles immediately upon election.

In case of an officer's resignation, an election shall be held at the next meeting. If both the Chairperson and Vice-Chairperson are absent, members present shall elect a temporary Chairperson.

The Secretary of the Committee shall be a staff member appointed by the City Manager and shall not be a member of the Committee.

B. Duties

- **Chairperson:** Presides over meetings and performs duties as outlined in these bylaws. The Chairperson shall have the authority to cancel meetings.
- **Vice-Chairperson:** Assumes Chairperson's duties in their absence.

- **Secretary:**, Responsible for meeting minutes, agendas, public notices, and record-keeping.

IV. MEETINGS

A. Regular Meetings

Regular meetings shall be held on the first Wednesday of each month at 10:00 AM in the Joliet Municipal Building or another suitable location. Notices of continued, rescheduled, and canceled meetings shall be posted in accordance with the Illinois Open Meetings Act.

B. Special Meetings

The Chairperson or City Manager may call a special meeting with at least forty-eight (48) hours' notice. Special meetings shall comply with the Open Meetings Act and quorum requirements. Special meeting agendas shall be posted per the Open Meetings Act.

C. Quorum

A majority of the current members shall constitute a quorum.

D. Minutes

The Secretary shall keep minutes of all meetings.

E. Open Meetings

All meetings shall comply with the Illinois Open Meetings Act.

F. Agenda and Information Distribution

The Secretary shall distribute agendas and relevant documents at least five (5) business days before meetings. Special meeting agendas shall be set at the time of request and posted in accordance with the Open Meetings Act.

G. Voting

Each member shall have one (1) vote. A simple majority of those present is required for decisions unless otherwise specified. Voice votes are standard unless a roll call vote is requested or required.

H. Public Comment

The public shall have an opportunity to comment at all meetings. Public comments shall comply with the rules set forth in the Joliet City Code.

I. Rules of Procedure

Meetings shall follow Robert's Rules of Order unless otherwise specified. The presiding officer shall maintain decorum and rule on procedural matters.

V. RECOMMENDATIONS TO PLAN COMMISSION AND CITY COUNCIL

Committee recommendations shall be presented to the Plan Commission and City Council.