

AN ORDINANCE OF THE VILLAGE OF CAMPTON HILLS  
AMENDING THE CAMPTON HILLS VILLAGE CODE REGARDING  
ACCESS TO CLOSED SESSION RECORDS

WHEREAS, the Illinois Open Meetings Act requires public bodies to keep written minutes and a verbatim record of all closed session meetings; and

WHEREAS, recently, the Illinois General Assembly adopted Public Act 99-515, amending the Open Meetings Act to establish certain provisions relating to access to closed session meeting minutes and recordings by elected officials; and

WHEREAS, the Village Board of Trustees of Campton Hills desire to amend the Campton Hills Village Code to implement these new statutory requirements, as set forth in this Ordinance.

**THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF CAMPTON HILLS, KANE COUNTY, ILLINOIS, AS FOLLOWS:**

**Section 1.** The above recitals are incorporated into this Ordinance by reference.

**Section 2.** Chapter 8, entitled "Village Meetings" of Article 1, entitled "Administration," of the Campton Hills Village Code is hereby amended to add a new Section 1-8-3, entitled "Access to Closed Session Records," which new Section 1-8-3 shall state as follows:

**1-8-3: ACCESS TO CLOSED SESSION RECORDS**

Pursuant to and in accordance with the Illinois Open Meetings Act, 5 ILCS 120/2.06, the Village establishes the following policies in connection with access to closed session meeting minutes and verbatim recordings that have not been approved by the Village Board of Trustees for release to the public:

- A. Access by the Village Clerk. The Village Clerk is designated as the keeper of closed session meeting minutes and verbatim recordings.
- B. Access to the Public. Pursuant to Section 2.06(e) of the Illinois Open Meetings Act, closed session meeting minutes and verbatim recordings are not subject to public inspection unless the Village Board of Trustees has made a determination that the minutes or recordings no longer require confidential treatment or otherwise consents to their disclosure.
- C. Access to Elected Officials. Pursuant to Section 2.06(e) of the Illinois Open Meetings Act, all elected officials and appointed officials filling a vacancy in an elected office are authorized to access closed session meeting minutes and verbatim recordings, subject to the following procedures and limitations:
  1. An elected official who desires access to closed session meeting minutes or recordings should file a written request with the Village Clerk.

2. Access to these closed session records must take place at Village Hall.
3. Access to these closed session records must be in the presence of the Village Clerk, Deputy Clerk, Village Administrator, or another elected official.
4. No closed session meeting minutes or verbatim recording may be removed from Village Hall, except as approved by the Village Board of Trustees.
5. No verbatim recording may be recorded or copied, except as approved by the Village Board of Trustees.
6. The restrictions contained within this Section 1-8-3 are not intended to interfere with the Village Board of Trustee's obligation to conduct the semi-annual review of closed session meeting minutes required by Section 2.06(c)(d) of the Open Meetings Act.

D. Access in Enforcement Proceedings. The limitations set forth above are not intended to restrict access to closed session records in an enforcement proceeding brought under Section 2.06(e) or Section 7.5 of the Illinois Open Meetings Act.

**Section 3.** This Ordinance shall be in full force and effect from after its passage, approval, and publication in the manner provided by law.

Passed this 3 day of August, 2016 by roll call vote:

	AYES	NAYES	ABSENT	ABSTAIN
Trustee Laura Andersen	<u>x</u>	_____	_____	_____
Trustee Susan George	<u>x</u>	_____	_____	_____
Trustee James McKelvie	<u>x</u>	_____	_____	_____
Trustee Mike Millette	_____	_____	<u>x</u>	_____
Trustee Michael O'Dwyer	_____	_____	<u>x</u>	_____
Trustee Michael Tyrrell	<u>x</u>	_____	_____	_____
President Harry Blecker	_____	_____	_____	_____

APPROVED THIS 3 DAY OF August, 2016

(SEAL)

Harry Blecker  
 Harry Blecker, Village President

ATTEST: Nicholas Girka  
 Nicholas Girka, Village Clerk