

COMMISSIONER HANDBOOK



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Brief Guide to the Open Meetings Act

Roberts Rules of Order Cheat Sheet

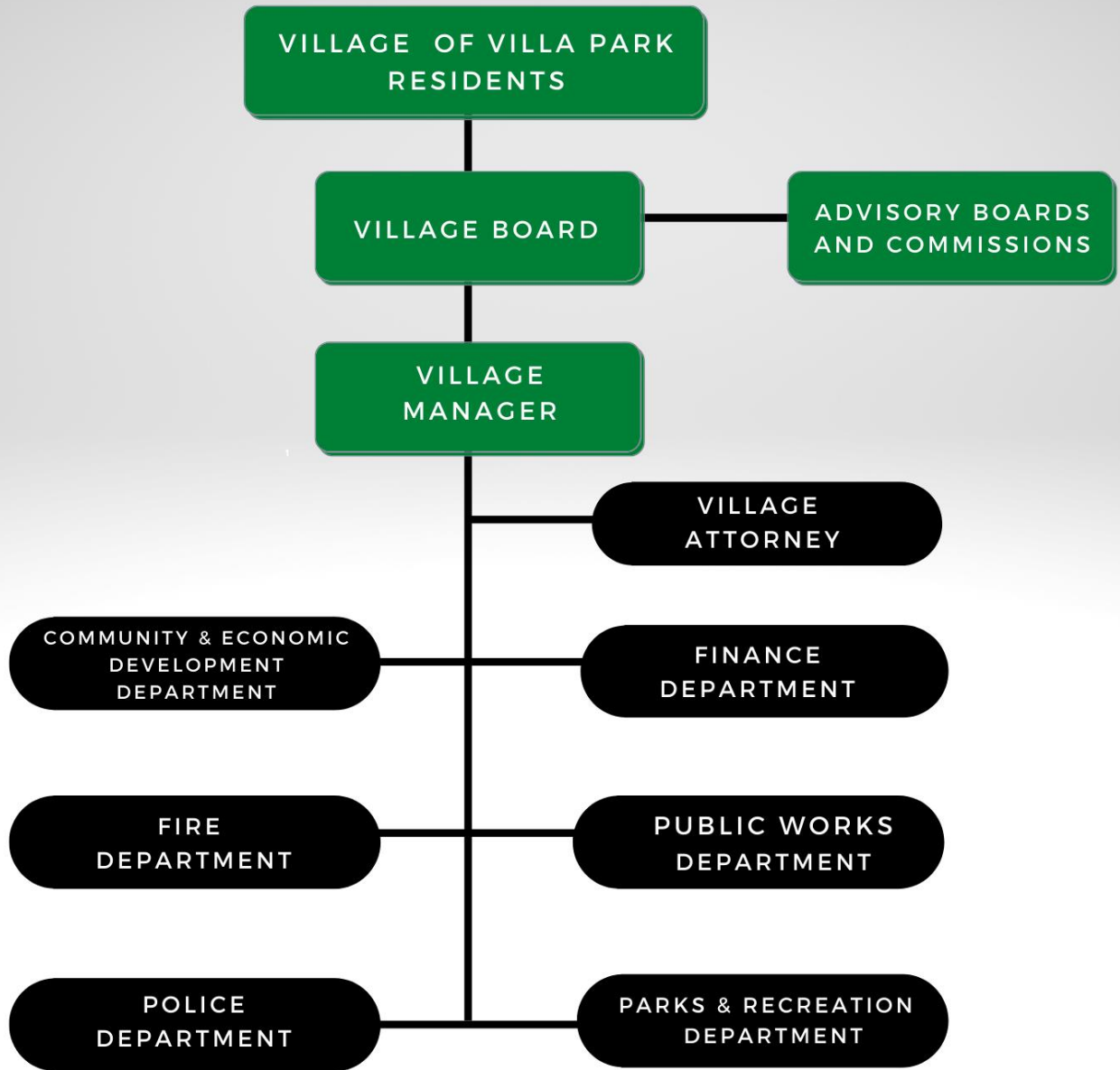
Welcome

Thank you for volunteering your time and talent for the Village. We hope you find your new position meaningful and rewarding. This manual has been designed to assist you by providing information about the Village and the role served by advisory board and commission members.

Advisory boards and commissions are established by ordinance in the Village Code, which sets forth the composition and duties of each body. The Village President recommends qualified candidates to fill vacancies, and the Village Board votes to approve those recommendations. Board and commission members review items and issues at the request of the Village Board or of particular interest to the advisory body. Board and commission members provide recommendations that assist the Village Board in making decisions. They also serve as ambassadors to the community by informing and educating the public regarding the purpose and processes of the Village government, the board/commission and activities of the Village.

The following materials provide general information on the Village organization and its various advisory boards and commissions, including procedures and laws that apply to their activities. Should you have any questions, please contact the Village Manager's Office at (630) 592-6052.

VILLAGE OF VILLA PARK



Description of Boards and Commissions

The complete village code for all boards and commissions can be found online at the Village of Villa Park website: www.invillapark.com. Applicants can review past commission meeting videos or audio recordings here: <https://www.youtube.com/@villageofvillapark3578> to become familiar with the meeting formats and topics.

Board of Fire and Police Commission

[Municipal Code: Chapter 2 Article XVIII](#)

Number of Members: 3; Length of Term: 3 years

Meetings: Fourth Tuesday of each month at 8:30 am

The Board of Fire and Police Commission (BOFP) (65 ILCS 5/10-2.1-1, *et seq.*) is responsible for selecting and appointing qualified candidates for the positions of Police Officer and Firefighter/Paramedic. The board is also responsible for the promotional process for Fire Lieutenants and Police Sergeants, including the testing and selection process. The BOFP has authority to conduct disciplinary hearings or appeals of disciplinary action of non-probationary officers in the Police Department. The BOFP is established through Illinois State Statutes, the Illinois Municipal Code, and the Villa Park Municipal Code.

Expectations: This position demands a significantly greater time commitment than other commissions. Meeting preparation varies depending on the number of candidates being evaluated. Special meetings are frequently needed related to the hiring and disciplinary process.

Community F.U.N. Commission

Villa Park Code of Ordinances: [Chapter 2, Article XXIX](#)

Number of Members: 9; Length of Term: 3 years

Meetings: Fourth Tuesday of each month at 5:30 pm

Junior Members: Two junior members with a term of 1 year. Junior members may participate in meetings and programs of the commission but shall not vote on any matter that comes before the commission. Junior members may be between the ages of 13 and 17 and residents of the Village. Junior members under the age of 16 must have consent from parents or legal guardian.

The Community F.U.N (Focus on Unifying Neighbors) Commission coordinates several special events throughout the year and focuses on unifying neighbors, public relations and promotion of volunteers and volunteerism within the Village.

Expectations: This position may demand a significantly greater time commitment than other commissions. Meeting preparation varies based on event schedules. Commissioners are requested to assist with several special events and programs throughout the year.

Economic Development Commission

Villa Park Code of Ordinances: [Chapter 2, Article XXVIII](#)

Number of Members: 7; Length of Term: 3 years

Meetings: Third Wednesday of the month at 5:30 pm

The Economic Development Commission prepares and recommends to the Village Board procedures for planning, execution and implementation of business district plans, including plans for development of adjacent areas to provide for the housing, social and recreational needs of the business district.

Expectations: Commission members can expect to spend 1 to 1.5 hours reviewing materials before the meeting.

Environmental Concerns Commission

Villa Park Code of Ordinances: [Chapter 2, Article XXV](#)

Number of Members: 7; Length of Term: 3 years;

Meetings: Fourth Thursday of each month at 7:00 pm

The Environmental Concerns Commission makes recommendations to the Village Board regarding possible ways to improve, preserve and protect the environment, including the quality of land, air and water affecting the village and its residents. The Commission coordinates the annual Spring Sweep recycling event and is responsible for coordination of materials and programs that increase the awareness of residents of the Village on environmental issues.

Bike Pedestrian and Transit Sub-Committee – this is a sub-committee of the Environmental Concerns Commission whose purpose is to address transit opportunities in Villa Park. Members meet the fourth Thursday of each month at 6:00 pm.

Expectations: Commission members can expect to spend 30 minutes reviewing materials before the monthly meeting. Commission members may be requested to assist with special events or planned programs that occur outside of scheduled meetings.

Firefighters Pension Fund Board

Villa Park Code of Ordinances: [Chapter 2 Article XXIV](#)

Number of Members: 5; Length of Term: 3 years

Meetings: Quarterly

The Firefighters Pension Fund is governed by a separate governing Board set by Illinois Compiled Statutes (40 ILCS 5, Article 4). The board includes two members appointed by the Village president, two active firefighters and one beneficiary of the Firefighter Pension Fund elected by their peers. The board manages, invests and controls the Firefighters Pension Fund and all monies pertaining thereto in accordance with statute. The board also accepts members into the fund and approves regular and disability pensions.

Expectations: Board members can expect to spend up to one hour reviewing materials before each quarterly meeting; however, disability hearings may require more preparation depending on the number of materials to review. Board members are required to participate in state-mandated trustee certification training that consists of 16 hours in the first year as a trustee and a minimum of 8 hours of continuing trustee education annually thereafter.

Historical Preservation Commission

Villa Park Code of Ordinances: [Chapter 2, Article XXVII](#)

Number of Members: 5; Length of Term: 3 years

Meetings: First Thursday of February through May, October and November at 7:30 pm

The Historical Preservation Commission advises the Board of Trustees on matters relating to the preservation of areas, places, sites, buildings, structures, monuments, items, memorabilia, works of art and other objects having a special historical, community, aesthetic interest or significance to the Village. The commission aims to increase public awareness of historic preservation through education and special programs and to establish partnerships with organizations supporting preservation efforts.

Expectations: Commission members can expect to spend 30 minutes reviewing materials before the meeting.

Local Liquor Control Commission

Villa Park Code of Ordinances: [Chapter 3, Article II](#)

Number of Members: 3; Length of Term: 1 year

Meetings: Held on an as needed basis

The Local Liquor Control Commission consists of the Village President and two members appointed by the Village President. The commission is limited to the conduct of formal disciplinary hearings involving any licensee.

Expectations: Commission members can expect to spend up to 1 hour reviewing materials before a meeting. Meetings are held on an as needed basis, typically during regular working hours.

Parks and Recreation Advisory Commission

Villa Park Code of Ordinances: [Chapter 2, Article XIII](#)

Number of Members: 7; Length of Term: 2 years

Meetings: Second Tuesday of each month at 7:00 pm

It shall be the intent and purpose of the Parks and Recreation Advisory Commission to advise the Village Board of Trustees on matters relating the administration, operation and conditions of recreation programs; and to advise the Board of trustees on matters related to facilities, including the recreation buildings, swim pools, skate park, playgrounds and to discuss and advise the Board of Trustees on issues referred to the commission by the Board of Trustees; and to assist the Director of Parks and Recreation and other staff on developing and maintain comprehensive recreation programs and opportunities for Village residents.

Expectations: Commission members can expect to spend up to 30 minutes reviewing materials before a meeting.

Police Pension Fund Board

Villa Park Code of Ordinances: [Chapter 2 Article XXIII](#)

Number of Members: 5; Length of Term: 3 years

Meetings: Quarterly Fourth Thursday at 4:30 pm

The Police Officer Pension Fund is governed by a separate governing Board set by Illinois Compiled Statutes (40 ILCS 3, Article 3). The board includes two members appointed by the Village president, two elected from the regular police force of the Village and one elected from the beneficiaries of the pension. The board manages, invests and controls the Police Pension Fund and all monies pertaining thereto in accordance with statute. The board also accepts members into the fund and approves regular and disability pensions.

Expectations: Board members can expect to spend up to one to two hours reviewing materials before each quarterly meeting; however, disability hearings may require more preparation depending on the number of materials to review. Board members are required to participate in state-mandated trustee certification training that consists of 16 hours in the first year as a trustee and a minimum of 8 hours of continuing trustee education annually thereafter.

Senior Citizens Commission

Villa Park Code of Ordinances: [Chapter 2, Article XXVI](#)

Number of Members: 5; Length of Term: 3 years; Requirements: Residency in the Village for at least one year and must be fifty-five (55) years or older.

Meetings: First Monday of each month at 6:00 pm

The Senior Citizens Commission is an advisory board that makes recommendations to the Village board to ensure and promote the well-being of the senior population of Villa Park. The commission coordinates the Senior and Law Enforcement Together (SALT) quarterly meeting in conjunction with the Villa Park Police Department.

Expectations: Commission members can expect to spend 30 minutes reviewing materials before the meeting.

Sugar Creek Golf Course Administrative Board

Municipal Code: [Chapter 2 Article XXI](#)

Number of Members: 7; Length of Term: 3 years

Meetings: Fourth Tuesday of every month at 6:00 pm. There are no meetings in December, January or February

The Sugar Creek Golf Course Administrative Board is comprised of representatives from the Village and the Elmhurst Park District and oversees the overall financial operations of Sugar Creek Golf Course. The Board's responsibilities include reviewing Manager and Superintendent reports, monthly financial statements and the annual budget proposal. The Board also approves special projects as part of long-term capital planning.

Expectations: Commission members can expect to spend up to 1 hour reviewing materials before the meeting

Traffic and Safety Commission

Municipal Code: [Chapter 2, Article XXII](#)

Number of Members: 9; Length of Term: 3 years

Meetings: First Tuesday of each month at 8:00pm

The Traffic and Safety Commission acts in an advisory capacity to the Village Board in all matters of traffic and safety which are initiated, referred to or investigated by the commission. This includes intersection controls such as stop signs, traffic lights or roundabouts, parking, sidewalks and street lighting, street signage, traffic patterns, bike lanes or trails and train station and rail right-of-way issues.

Expectations: Commission members can expect to spend 1 to 1.5 hours reviewing materials before the meeting. Many commissioners may make field trips to review specific sites on the agenda.

Video Production Commission

Villa Park Code of Ordinances: [Chapter 2, Article XXX](#)

Number of Members: 7; Length of Term: 3 years

Meetings: Second Wednesday of each month at 6:00 pm

The Video Production Commission oversees the production, delivery and scheduling of local public, educational and government programming to cable television channels including Comcast/Xfinity Channel 6 and AT&T U-Verse channel 99.

Expectations: Commission members can expect to spend 30 minutes reviewing materials before the meeting. May require additional hours outside of monthly meeting related to the production of programming.

Zoning and Planning Commission

Municipal Code: [Chapter 2 Article XVI](#)

Number of Members: 9; Length of Term: 3 years; Requirements: Residency in the Village for at least one year

Meetings: Second Thursday of each month at 7:30 pm

The Zoning and Planning Commission considers land use issues and makes recommendations on zoning and sign variance requests. The commission plays a critical role in the development process, holding public hearings for new developments and redevelopment cases consistent with state statutes.

Expectations: This commission has the potential to demand significantly greater time commitment compared to other commissions. Time spent preparing for meetings depends on the number of cases scheduled and the complexity of the request. On average, commissioners should expect to spend about an hour per case reviewing the staff report and any plans/supporting documentation the petitioner provides. Site visits are also encouraged. Familiarity with land use, building construction/site design, architecture, real estate and application of Village Code would be helpful but are not required.

Board and Commission Roles

Boards and commissions serve in an advisory capacity, making recommendations to the elected Village Board of Trustees, which has the responsibility for decision-making and policy-setting. Effective boards and commissions follow an established procedure, making use of an agenda and practicing Robert's Rules of Order in the conduct of business. It is important to maintain a relationship of respect between various participants and understand roles.

Role and Responsibilities of a Commission Member

The commissioner's main responsibilities are to come prepared for meetings and make contributions towards board/commission efforts. Commissioner suggestions on new initiatives are encouraged, and commissioners should be willing to perform associated legwork where appropriate. An effective commissioner should endeavor to attend all board/commission meetings on time and notify the Chairperson or staff liaison in advance if they are expecting to be late or absent. Commissioner attendance is critical because it ensures that good discussions, decisions, and recommendations occur at the commission level.

Commissioners may on occasion be approached by residents or other parties, even the media, to speak on behalf of the Village. Commissioners should exercise care in these situations to avoid statements contrary to the general position of the Village and are advised to direct inquiries to the chairperson or staff liaison as appropriate. Similarly, with requests for assistance (specific service requests), commissioners should direct inquiries to Village staff, who are trained to handle resident issues or bring the issue to the commission for discussion. Allowing staff to work directly with citizens reinforces that all are treated equally by the Village.

1. Appointment to a Board or Commission is an honor that brings both opportunity and responsibility.
2. The Village Manager and staff shall provide Board and Commission members with objective information and will make informative and professional recommendations that are in the best interest of the entire community.
3. Boards and Commissions shall provide recommendations that assist the Village Board in making decisions.
4. Commissioners serve as ambassadors to the community by informing and educating the public regarding the purpose and process of village government, the board/commission, activities of the Village, and the like.
5. Commissioners should accept feedback from the Village Board, Village staff, and the general public as a recommendation to the Village, not the individual. Whether the feedback is positive or negative it is to the Commission, not to the commissioner and should not be taken personally.
6. Commissioners should be informed; do your homework and attempt to ask questions prior to the meeting.
7. Be accountable, attendance is important.

8. See the larger picture and be true to the mission and cause, and contribute your ideas within that context.
9. Accept board decisions, even those which you may not personally agree.
10. Be respectful and welcoming to those coming before you. Boards and Commissions are the face of the Village and quality customer service is critical to the entire organization.

Role of Chairperson

The chairperson, is typically elected for a one-year term, with the opportunity to serve again if elected by the other commissioners. The chairperson has several main responsibilities including presiding over the commission, setting the agenda, and conducting its business in an orderly fashion during meetings. In addition to these duties, a chairperson often acts informally as the commission representative to the outside world. The chairperson develops the agenda with the staff liaison prior to each meeting, and together with Village staff make sure the agenda is posted at least 48 hours ahead of the meeting time as further described below. ensuring that business is properly conducted, periodically reviewing the commission's charter with members to verify that the outlined goals are being met, assigning subcommittees where applicable, and calling special commission meetings with the assistance of Village staff as necessary.

Trustee Liaison

The Trustee liaison's main role is to be an observer and a link to the Village Board when requested by the board or commission. Trustee liaisons are non-voting members and are not expected to steer the conversation at the commission level because it would serve no purpose for the Village Board to direct any commission how to make recommendations to them. As the Village Board's representative, the Trustee liaison provides information with regards to the Village Board and clarifies the Village Board's position on particular issues when necessary. Trustee liaisons should also update the commissions with information on programs/activities/legislation of interest garnered through various Village Board resources.

Staff Liaison

Staff liaisons are Village of Villa Park employees who usually have significant staff responsibilities that relate to the same work area of the advisory board, commission or sub-committee to which they have been assigned. The relationship between the commission and the staff liaison is a strategic partnership with all parties working together. Neither party directs the actions of the other. Village staff serve as a resource for commissions to answer questions, provide options, analyze impacts, clarify Village policy, and generally keep commissions current on the progress of Village services. Village staff report to the Village Manager through the department heads, while commissions report to the Village Board of Trustees. Staff liaisons will also work with the chair to develop the agenda and packet information.

Additional Board and Commission Information

Annual Budget

Many commissions have an annual budgeted amount to be used towards activities or programs of the commission. The Village fiscal year is January 1 through December 31st. Around September each year, the Village Manager's office will direct commissions to submit their budget requests to the Village Manager's Office. Annual budgets should be reviewed during a meeting by commission members with a vote to approve the proposed budgeted amounts to the Village Manager. The Village Board of Trustees will then consider the proposed requests as part of the Village budget approval process. Typically, the Board only approves a single line item in the budget for each commission, although a budget request should be more detailed.

Attendance

For advisory bodies to function effectively and accomplish their goals, all members must be active participants. This means all members should make their best effort to be present at all meetings. Your presence alone at a meeting may help reach a quorum, without which no action can take place. Any member who is absent more than the number of excused or unexcused absences allowed by applicable ordinance may forfeit advisory body membership. When unable to attend a meeting, commissioners are encouraged to notify the Chairperson or staff liaison in advance of the meeting.

Fundraising

Several commissions' work plans call for fundraising efforts, and those funds may then be utilized for events coordinated by that Commission. Money raised on behalf of the Village of Villa Park will be held by the Village as part of and in accordance with best practice of the Village's Finance Department. Commissions are part of the Village of Villa Park and cannot have separate bank accounts.

Minutes and Recording

Minutes of each meeting are required (additional information on minutes is provided below under the Open Meetings Act). Meeting minutes are to be approved at a subsequent meeting and made public on the Village website. Further, the Village Board has provided direction that all meetings be video and/or audio recorded, and those recordings are made publicly available on the Village website. Once created, the minutes and recordings are public records and must be saved in a way that the Village FOIA (Freedom of Information Act) Officer(s) can access them in case of a FOIA request.

Identification Card

Upon appointment to a commission, commissioners will receive notification from the Village Clerk confirming said appointment. It will also direct them to obtain an identification card from

the Police Department. The identification card will include a photo of the commissioner, name, commission name and expiration date of commissioner's term.

Oath of Office

Commissioners are not considered full voting members until their Oath of Office has been completed and filed with the Village Clerk. A new Oath of Office is required after each appointment or reappointment.

Open Meeting Acts Training

The Open Meetings Act (OMA) is a state law requiring that public body meetings be open to the public except in certain specific, limited situations. Any person who becomes an appointed board or commission member must complete electronic OMA training no later than the 90th day after taking the oath of office. OMA training must be completed with each reappointment. Additional OMA information is provided herein.

Public Records

All documents, correspondence (including emails, texts, notes, etc.) generated for the purpose of the commission or board business are likely to be considered public records and would need to be turned over upon request.

Purchasing

Any request for funds to be dispersed require Village Board approval (via monthly board meeting bill listing). The Village Manager's Office and Finance Department work closely with commissions to ensure proper accounting procedures and practices are followed to reflect compliance with Village and state regulations and ethics guidelines. Whenever possible the Village should make the direct purchase of supplies and services, but may reimburse members for approved purchases made on behalf of the Village/commission. There is an approved form to request reimbursement. Every disbursement should be budgeted – although there is some latitude within the total amount budgeted – and approved by a motion at a meeting. Typically a "not-to-exceed" amount is approved.

Reappointment

Commissioners will be notified in writing by the Village Manager's Office prior to their term expiring. If a member would like to be considered for reappointment, they shall submit the request in writing to the Village Manager's Office. Reappointment is not automatic, but rather must be recommended by the Village President and confirmed by the Trustees.

Residency Status

Residency in the Village of Villa Park is a requirement for most commissions. If a commission member's residency status changes, they should notify their commission liaison of the Village Manager's Office who will review eligibility guidelines for the commission.

Resignations

If for some reason a member is unable to complete their term, it is extremely important for them to inform the Chairperson. A letter of resignation shall be submitted to the Village President reflecting the effective date of resignation. The commission member should also return the identification card or any other indicia of office to the Village President or Village Clerk.

Statement of Economic Interest Filing

The Governmental Ethics Act requires elected officials, certain employees and members of certain board and commissions to file annual statements of economic interest. Members of the Police Pension Fund Board, Firefighters Pension Fund Board, Planning and Zoning Commission, Board of Fire and Police Commissioners will be required to file annually. Additional information on the Statement of Economic Interest filing can be found here:

https://www.dupagecounty.gov/elected_officials/county_clerk/economic_interests/

Vacancy

When a commission seat is vacant and a new member is appointed to fill the vacancy, the term of service and expiration of the term remains the same as the original appointment, i.e. the expiration and length of term stays static.

Meetings and Agendas

Meeting Types

1. Regular Meetings

Commissions hold regular meetings to conduct business – receive reports, discuss and deliberate on times and take actions such as voting to forward recommendations to the Board of Trustees.

2. Special Meetings

The Chairperson or a majority of the commission may call a special meeting, which requires coordination with the Village Manager’s office. An agenda must be posted within 48 hours of the special meeting. The agenda must list that this is a special meeting of the commission.

3. Rescheduled Meetings

A rescheduled meeting requires an agenda to be posted at least 48 hours before the meeting. The agenda should note that this is a rescheduled meeting of the commission.

4. Emergency Meeting

Notice of an emergency meeting must be given as soon as practicable, but in any event prior to the holding of the meeting. If a commission believes they had a reason for an emergency meeting, they contact their staff liaison or the Village Manager’s Office.

Meeting Agenda

An agenda is a list of items to be acted upon or discussed during a meeting. An agenda must set forth the general subject matter of any items that will be the subject of final action at the meeting. This does not preclude consideration of matters not specifically on the agenda, but a commission may not vote on a matter that was not on the agenda. Items listed on the agenda must be clear enough to provide notice to the public on the matter. For instance, an agenda item listing “all other matters pertaining to the function of the commission” would be considered too generic and would not provide enough information to the public to understand what is being considered by the commission.

It is important to note that at a special meeting or emergency meeting, unlike a regular meeting, a commission cannot discuss items that did not appear on the agenda. Only topics specifically listed on a special or emergency meeting agenda may be discussed.

Business Conducted at Commission Meetings

All meetings are conducted in accordance with Robert’s Rules of Order or special rules adopted by the Board of Trustees to enable the commission to determine the will of the commissioners in a fair and equitable manner. However, failure to follow Robert’s Rules of Order in any instance does not invalidate any action taken.

The meetings are called to order by the Chairperson, or Vice Chairperson in the absence of the Chairperson. If neither are in attendance, the Commission selects a Chairperson Pro Tempore to conduct the meeting. The Secretary calls the roll to determine the presence of a quorum, and the Chairperson announces the agenda items for discussion or action.

All official actions of the Commission take place in meetings. For an action to take place typically a motion should be made at a meeting, a second is typically required and a vote taken. The item should be on the agenda, but the agenda can be amended. If a commissioner or staff liaison is going to conduct business on behalf of the commission, the action should be approved at the meeting with reasonable guidance to proceed to conduct business between meetings. With some of our commissions taking on bigger projects, it is important that the activities be tied back to an approved action taken at a meeting. Commissioners and staff liaisons are not authorized to expend any funds on behalf of the Village, unless specifically authorized to do so by the Village Board or Village Manager. Without this, the Village may not be able to reimburse the commissioner, or worse, protect them for legal action if they acted without authority.

Several things may happen with regard to each agenda item:

- The item can be removed from the agenda
- The commission may discuss the matter without taking any action
- The commission can hold the matter to a future meeting
- The commission can refer the matter to staff for consideration and a subsequent report to the commission
- The commission can vote in support of a motion or in opposition to the motion on the matter.

Public Comment

Pursuant to the Illinois Open Meetings Act, any person must be permitted an opportunity to address a public body under the rules established by the public body. The Village Code of Ordinances established public comment rules as follows:

- Persons may sign in before the start of the meeting or identify themselves/state their name during public comment. Members of the public are not required to disclose their home address as a condition of speaking.
- Speakers shall speak their position on the issue and provide any supporting documentation. The speaker shall refrain from engaging in debates, directing threats or personal attacks on members of the commission, staff or other speakers.
- Public comments, unless extended for a time certain by a majority of the commission members present, shall be limited to no more than three (3) minutes.

Villa Park Ethical Guidelines

The proper operation of democratic government requires that members of Village boards, committees, and commissions be independent, impartial and responsible to the “Village of Villa Park,” the sole purpose of which is to serve and protect the common well-being and good of the people of Villa Park. Accordingly, it is imperative that decisions of the Village and its policies be made in proper channels of the Village; that members do not interfere in the management of the Village or duties assigned to staff by the Village Board and/or Village Manager; that Village appointments not be used for personal, financial or political gain, or to advance the interest of family, relatives, or friends; and that the public have confidence in the integrity of government, that no board, committee, or commission member shall use the power of prestige for their own direct or indirect private financial gain.

Purpose

The purpose of these guidelines is to establish ethical standards of conduct for all Village board, committee, and commission members, setting forth those actions that are incompatible with the best interests of the Village and its residents and by requiring disclosure by board and commission members of private, financial and/or other interests in matters affecting the Village. These guidelines are founded upon the principle that there should be no favoritism or appearance of favoritism. No citizen of the Village or other party (including board, committee, and commission 17 members and/or their family members) should receive any benefit from Village actions beyond that which is available to any other citizen or party because of their relation to any board or commission member. In recognition of these goals, the following guidelines should be adhered to by all Village board, committee, and commission members:

1. REPRESENTATION

Board, committee or commission members should not represent themselves as an agent of the Village or represent statements as Village policy to residents, businesses, vendors, visitors, or any other outside party within the general public. Board, committee, and commission members should not make use of Village letterhead or the Village logo unless approved by the Village.

2. CONFLICTS OF INTEREST

Any financial or other personal interest that would affect the independence of judgment of an elected officer or employee shall be publicly disclosed. Additionally, any board, committee, or commission member with a financial or personal interest in a proposed legislative action and who participates in discussion or gives an official opinion or recommendation to the Village Board shall disclose on the record of the Board the nature and extent of such interest. Further, DuPage County requires members of the following advisory groups to file statements of economic interest every January: Board of Fire and Police Commissioners, Police Pension Board, Fire Pension Board, and

Planning and Zoning Commission. If any board, committee, or commission members have questions or concerns regarding potential conflicts of interest they should reach out to their staff liaison for assistance.

3. REWARDS AND GIFTS

Employees and officers of the Village shall be prohibited from receiving any monetary rewards or others gifts relating to services provided as a Village employee including any discounts, promotions, services or –products offered by a liquor licensee, or any other officer, associate, member, representative, agent or employee of any licensee unless said gift, discount, promotion, service or product is provided without discrimination to the general public. Notice shall be made to the respective Department Head upon any offer or delivery of a gift or reward.

4. GRANT FUNDING PROVISIONS

In instances in which an appointed official or volunteer citizen member of a Village board, committee, or commission, or their immediate family is seeking grant funds as provided for herein, the appointed official or volunteer citizen member shall disclose the nature of the conflict, refrain from any further deliberation or discussion of the matter, and the abstain from any vote taken on the matter.

5. CONFIDENTIALITY

Members of a Village board, committee, or commission should not disclose or use for his or her personal benefit or for the benefit of another, any information acquired in the course of official duties, which is not available as a matter of public knowledge or public record.

Appendix

- 1. Brief Guide to the Illinois Open Meetings Act**
- 2. Robert's Rules of Order Cheat Sheet**

Brief Guide to the Illinois Open Meetings Act

The Illinois Open Meetings Act (OMA) was created in 1957 with the purpose of promoting free and open communication between government and citizens. The OMA, along with the Freedom of Information Act, determines what types of information citizens have access to and by what method. These laws put emphasis on open communication and access to information with few exceptions made. Please find below information intended to act as a basic guide for open meetings. Additional information may be found at the Illinois Attorney General's website or on consultation with the Village Clerk.

The OMA applies to public bodies. This includes "all legislative, executive, administrative or advisory bodies of the state, counties, townships, cities, villages, incorporated towns, school districts and other municipal corporations, boards, bureaus, committees or commissions of this state..." This also includes Village commissions and sub-committees.

1. A "meeting" as subject to OMA is "any gathering of a majority of a quorum of members of a public body held for the purpose of discussing public business."
 - This means if a public body has seven members, three would constitute a majority of a quorum of that body (four is the quorum; three is the majority of a quorum).
 - The act is not intended to apply to chance meetings/social gatherings as these do not include the discussion of public business. However, if a deliberation of public matters were to begin at a chance meeting/social gathering, this would become a public meeting.
 - This act also applies to telephone conversations, online conversations or chats and email correspondence between members.
2. The OMA requires notification be given for all meetings. This includes a yearly schedule of all regularly held meetings and the posting of an agenda at least 48 hours in advance through the Village Clerk's Office.
3. Minutes must be kept for all meetings and should include: date, time and location of meeting; members present or absent; and a summary of the discussion. The minutes are to be available for public inspection seven days after the approval of the minutes.
4. For certain topics, meetings may be closed. These include discussions of employment/appointment matters, legal matters, land acquisition, security/criminal matters and a few miscellaneous exceptions. Most commissions oversee topics that would not meet the closed meeting exemptions listed in OMA. In the event a commission moves into closed session they must:
 - Vote in open meeting to go into closed session
 - No votes may be taken in closed meetings
 - A verbatim recording should be made of closed meetings. These recordings are to be kept confidential unless a question arises as to whether a meeting violated the OMA.

- All new board, committee, and commission members must pass the online OMA training module available at the Illinois Attorney General's website within 90 days of taking the oath of office.

Quorum Determination

A quorum is a majority (half + 1) of the entire commission membership seats, not just those members present or those seats that are currently appointed. For a 5-member public body, 3 members of the body constitute a quorum. When a quorum is not present for a scheduled meeting, the commission cannot take action at the meeting, although discussion may still take place. Once it is determined that a quorum is not present, the Chairperson may choose to orally announce that the meeting is canceled due to lack of quorum. In lieu of minutes, the secretary will note in some manner for the public's reference that the quorum was lacking and/or the meeting was canceled due to lack of quorum.

Commission	Number of Voting Members	Quorum	**Quorum Majority
Board of Police and Fire Commission	3	2	2
Community F.U.N Commission	9	5	3
Economic Development Commission	7	4	3
Environmental Concerns Commission	7	4	3
Firefighter Pension Fund Board	5	3	3
Historical Preservation Commission	5	3	3
Local Liquor Control Commission	3	2	2
Parks and Recreation Advisory Commission	7	4	3
Planning and Zoning Commission	9	5	3
Police Pension Board	5	3	3
Senior Concerns Commission	5	3	3
Sugar Creek Golf Course Administrative Board	7	4	3
Traffic and Safety Commission	9	5	3
Video Production Commission	7	4	3

*Number of public members does not include student, ex-officio, non-voting, and advisory members towards the overall quorum.

**Any deliberation of public matters by this number or more board/commission members, outside of scheduled/notice public meeting, is a violation of the Open Meetings Act.

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PROCEDURE FOR HANDLING A MAIN MOTION

Commissions are not expected to follow parliamentary procedure as provided herein and above. The information is meant to provide guidance on meeting procedures and is not meant to be all inclusive. If a commission member has a question regarding parliamentary procedure, they should consult their commission chair or staff liaison.

When acting on official items of a commission, the chair should call for a motion, second and roll call vote. This is required for meeting minutes

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second.*
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "I move that the motion be amended by adding the following words _____."
- After recognition, "I move that the motion be amended by striking out the following words _____."
- After recognition, "I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "I move to limit discussion to two minutes per speaker."

ADJOURNMENT

You want the meeting to end.

- After recognition, " I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "I ask permission to withdraw my motion."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."