

**TITLE 2  
ADMINISTRATION**

**CHAPTER 1  
GENERAL PROVISIONS**

<b><u>SUBJECT</u></b>	<b><u>SECTION</u></b>
<b>OFFICIAL SEAL .....</b>	<b>2-1-1</b>
<b>OFFICIAL TOWNSHIP FLAG .....</b>	<b>2-1-2</b>
<b>HOURS OF OPERATOIN .....</b>	<b>2-1-3</b>
<b>TOWNSHIP HOLIDAYS.....</b>	<b>2-1-4</b>
<b>EMERGENCY CLOSURES .....</b>	<b>2-1-5</b>
<b>REAL ESTATE DONATIONS; APPROVAL .....</b>	<b>2-1-6</b>
<b>TOWNSHIP FACILITIES .....</b>	<b>2-1-7</b>
<b>GOVERNMENT TRANSPARENCY .....</b>	<b>2-1-8</b>

**2-1-1. OFFICIAL SEAL.**

- A. Establishment and Use. The seal hereinafter described, and used with or without colors, shall be and is hereby established, created and declared to be the official seal of the Township. For general use on all official Township documents including business cards, forms, letterhead, door and window decals and any other documents published by the Township and, except where herein stated, the plain impression on white containing the figures and symbols hereinafter described shall be sufficient.
- B. Description. The seal shall be circular having within its center the following images:
  - 1. In the upper left portion of the design there appears an illustration of a group of trees signifying the Cook County Forest Preserves which comprise nearly 50% of the land mass of the Township of Palos;
  - 2. In the upper right portion there appears an illustration of a farm house with a road leading to the lower right portion, symbolic of the Township’s designation as an Agricultural Township;

3. In the lower right portion of the design there appears an illustration of two horseback riders on horses, symbolic of the Township's horse stables and riding trails;
4. In the lower left portion there appears a single tree, symbolic of the meaning of the word "Palo" as a tree;
5. The entire design being encircled by a border upon which appears in the upper portion the printed words "Palos Township, Illinois"; in the lower portion of the circle appears the number "1850" signifying the year the Township was incorporated; on each the left and the right portion of the circle appear a five point star.

C. Coloration. The colors of the official seal shall be as follows:

1. The upper half of the seal shall be colored in light blue representing the sky;
2. The lower half of the seal shall be colored in green representing a grassy field;
3. The outline of the group of trees occupying the upper left portion of the design, shall be outlined in black with the color of the trees being that of the background;
4. The farm house shall be red in color except that the outline of the farm house shall be in black and the road shall be lined in black;
5. The tree in the lower left portion of the seal shall be outlined in black with the with the color of the trees being that of the background;
6. The horses and horseback riders at the end of the road in the lower right portion of the design shall be solid filled black silhouettes;
7. The broad circular border, encompassing the group of symbols shall be in dark blue, edged on both the inner and outer sides with a fine line of gold;
8. The lettering - "Palos Township, Illinois", "1850" and the two stars - which appear on the blue border, shall be in gold.

D. Custody. The official seal shall be kept in the custody of the Town Clerk to be used by him or her when required.

E. Embossed Seal. On any document certified or authenticated by the Town Clerk on which an embossed seal is used, the embossed seal may be either of the following:

1. The seal as described in sections B and C of this policy, or;
  2. A simple circular design with the words "Palos Township, Illinois" written in the outer circle of the design and the words "Corporate Seal" written in the center of the circle.
- F. Exceptions. Any letterhead, business cards, pre-printed documents and forms or communications that were printed prior to the adoption of this policy and display a different seal other than those adopted herein, may be utilized until such supplies are depleted. (2015 Code)

**2-1-2. OFFICIAL TOWNSHIP FLAG.**

- A. Creation, description and coloration. There is hereby created a Township flag described as follows:
1. The base color of the flag shall be white.
  2. A right triangle shall be formed with the apex beginning approximately 1/11<sup>th</sup> of the way down from the upper left edge of the flag and the base of the triangle shall begin in the lower left corner of the flag. The triangle shall be filled with solid hunter green color, color hex #132f1c or similar.
  3. An inverted right triangle shall be formed with the apex beginning approximately 1/11<sup>th</sup> of the way up from the lower right corner of the flag and the base of the triangle shall begin in the upper right corner of the flag. The triangle shall be filled with solid dark blue color, color hex #011a4d or similar.
  4. Between the hypotenuses of each triangle, there shall be a solid white bar extending from the upper left portion of the flag to the lower right portion of the flag.
  5. The official Township seal shall be laid in the center of the flag so that the seal occupies at least fifty-percent of the gross face area of the flag.
- B. Display. The flag is to be displayed, when possible, in the following manner:
1. When unfurled, the seal shall appear on a horizontal line, or at an angle of not more than 45 degrees.
  2. When displayed on the same flag pole as other flags, the Township flag shall fly below the flags of the United States of America and, if flown on the flag pole, the State of Illinois and the County of Cook. All other flags shall fly below the Township flag. (2015 Code)

**2-1-3. TOWNSHIP HOURS OF OPERATION.**

- A. The administrative offices of the Township shall be open for business from 8:30 am to 4:30 PM Monday through Friday.
- B. The Health Service shall be open from 8:00 am to 3:00 pm on Monday and Friday; 12:00 PM to 7:00 PM on Tuesday and Thursday; and 2:00 PM to 6:30 PM on Wednesday. (2015 Code)

**2-1-4. TOWNSHIP HOLIDAYS.**

Township Administrative offices and the Health Service shall be closed for business on the following days each year:

New Year's Day	January 1 <sup>st</sup>
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Casimir Pulaski's Birthday	First Monday in March
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11 <sup>th</sup>
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Day	December 25 <sup>th</sup>

Whenever any holiday falls on a Saturday, it shall be observed on the Friday immediate prior. Whenever any holiday falls on a Sunday, it shall be observed on the Monday immediate following. (2015 Code)

**2-1-5. EMERGENCY CLOSURES.**

The Township Supervisor may authorize the closure of the Township Administrative Offices and/or the Health Service during such times as an emergency exists or under exigent circumstances, including but not limited to natural disasters, excessive snowfall preventing the safe passage to or from the township hall, loss of electricity, loss of heat causing the internal temperature of the township hall to fall below 65 Degree Fahrenheit, loss of cooling system causing the internal temperature of the township hall to rise above 79 degrees Fahrenheit, loss of plumbing causing bathroom facilities to become unusable and any other circumstance which would place Township Employees or citizens in danger or at harm. (2015 Code)

**2-1-6. RESERVED.**

**2-1-7. USE OF TOWNSHIP FACILITIES.**

- A. Use of Township Facilities. Township Facilities shall be available to all community groups and organizations, and other organizations of a private or semi-private nature including, but not limited to religious organizations, homeowners' organizations, townhome and condo associations with township prior approval. It is not available for holding religious services, fundraising, or commercial purposes.
- B. Priority. Priority shall be given to meetings sponsored by groups in the following order:
  - 1. Palos Township Government;
  - 2. Palos Township Board Committees, and Commissions;
  - 3. Palos Township based organizations not classified above;
  - 4. All other organizations.
- C. A written application form must be completed and submitted to the Township Supervisor at least seven calendar days in advance of the event or meeting.
- D. The person making application must be at least eighteen years of age and must reside within the corporate limits of the Township of Palos.
- E. When a group is comprised primarily of persons under the age of eighteen, a minimum of one adult sponsor for each twenty persons is required.
- F. When a group is comprised primarily of persons under the age of thirteen, a minimum of one adult sponsor for each ten persons is required.
- G. When a group is comprised primarily of persons under the age of ten, a minimum of one adult sponsor for each five persons present is required.
- H. The township shall not be responsible for equipment, supplies, materials, or personal belongings of those sponsoring or attending the meeting and shall be held harmless for all accidents sustained on the premises by event or meeting attendees.
- I. The applicant shall assume all legal responsibility for the activities and actions of the group / event or meeting attendees.
- J. Except as specified herein, the meeting room is available during regular administrative office hours only. Groups are required to end their events or meetings a minimum of 15

minutes prior to the end of the administrative office hours of the Township or other such times as may be necessary to facilitate township purposes.

- K. No fees may be charged nor collections taken by groups using the meeting room while on Township property.
- L. When completing an application, groups who regularly use the meeting room or have a long standing agreement with the Township shall only be required to make application once each calendar year rather than for each event or meeting.
- M. Other than those groups listed in B(1) or B(2), no group shall be permitted to use Township Facilities without the approval of the Township Board.
- N. Any group who violates the rules of use for the meeting room shall be banned from using the room again for a period of 12 calendar months from the date of the infraction. (2015 Code)

**2-1-8. GOVERNMENT TRANSPARENCY.**

- A. Information and Schedule. Inasmuch as timely and consistent publication of information is an essential component of transparent government, the Township shall develop schedules for making information available to the public and indicating when such information is updated. With respect to Township information and data, the presumption shall be in favor of openness, to the extent permitted by law and subject to valid privacy, confidentiality, security, or other restrictions and exemptions afforded under FOIA or other applicable federal, state or local laws. Where practicable, Township Officials may publish all data that is not subject to valid exemptions provided under FOIA as well as privacy, security, or privilege limitations.
- B. Information on elected and administrative officials. The Township website shall include contact information, including the name, title, phone number, mailing address and an electronic contact method for each elected official and each administrative staff member. The information provided may be the phone number and mailing address of the Township and an electronic mail addresses provided by and hosted by the Township website server. Whenever there is a change in this information, it shall be posted on the web site within five days of the notice of change.
- C. Regularly scheduled board meetings. The Township website shall include the date, time and location of every regularly scheduled meeting of the Township Board for the next full calendar year. Meeting dates may be changed or cancelled pursuant to the requirements of the Open Meetings Act and any such changes or cancellations shall be posted on the Township web site as soon as is practical and possible. This section applies to General Township Board meetings, road district meetings, bill audit meetings and annual town hall meetings. If a special meeting is called, notice of said meeting

shall be posted on the home page of the Township web site no less than forty-eight hours prior to the meeting.

- D. Prior board packets and meeting minutes. The Township website shall include:
  - 1. Board packets provided to Trustees for each meeting for the previous five years, excluding any materials protected by any exclusions of the Freedom of Information Act or the Open Meetings Act.
  - 2. Minutes of each meeting for the previous five years that have been approved by the Board of Trustees and are not protected by any exclusions of the Freedom of Information Act or the Open Meeting Act.
- E. Future board packets and meeting minutes. Within seven days of the approval of minutes of any meeting, they shall be posted on the official website of the Township. Board packets and agendas shall be posted not less than 48 hours prior to the meeting for which they were provided. Items protected by exclusions in the Freedom of Information Act or the Open Meetings Act shall not be disclosed as part of the board packets, however the remainder of the packets shall be disclosed.
- F. Agendas. The Township website shall include meeting agendas for the previous five years. Every future meeting agenda shall be posted on the official web site of the Township not later than 48 hours prior to the meeting however, the Clerk should provide the agenda as soon as it is finalized.
- G. Freedom of Information Act Officer. The Township website shall include the name, phone number, mailing address and electronic mail address of the official Freedom of Information Act Officer. Whenever a change occurs in this information, it shall be posted on the web site within five days of notification of change.
- H. Freedom of Information Requests. The Township website shall include the process for submitting a FOIA request including the address and phone number for submitting such requests, the response time of such requests and the fee schedule for FOIA requests. Whenever a change occurs in this information, it shall be posted on the web site within five days of the change.
- I. Budgets. The Township website shall include the Annual Budget and Appropriation Ordinances regarding the town fund, general assistance fund and the road fund, for the previous five fiscal years. Budgets adopted after May 20, 2013 shall be posted within seven days of their adoption.
- J. Comprehensive Annual Financial Reports. The Township website shall include each Comprehensive Annual Financial Report for the previous five fiscal years. CAFRs

performed after January 1, 2013 shall be posted within seven days of their receipt by the Township.

- K. Tax Levies. The Township website shall include each Tax Levy for the previous five fiscal years, including the Township levy for the town and general assistance funds and the road district. Tax levy ordinances adopted after May 20, 2013 shall be posted within seven days of their adoption.
- L. Monthly Expenses. The Township website shall include a detailed listing of all expenditures from all funds of the township to all individuals and third-party vendors and will include the name of the payee, description of the expenditure and the amount of the expenditure for the previous five years.
- M. Supervisor's Annual Reports. The Township website shall include all Supervisor's annual reports for the previous five fiscal years as presented at each annual town meeting. All Supervisor's annual reports submitted after May 20, 2013 shall be posted within seven days of each annual town meeting.
- N. Wages and benefits. The Township website shall include a list, for the previous five fiscal years, of every employee and elected official (by title) of the Township detailing the total wages for each individual by position and the amount of Township contribution to their benefits, including, but not limited to, health insurance, life insurance, IMRF/Pension, social security, Medicare and any bonuses.
- O. Bids, Contracts and RFP. The Township website shall include a list of every non-proprietary contract, bid request or request for proposal, and all contracts entered into by the Township within the previous five years and all open bids and proposal requests. All future contracts entered into, bids let or proposals requested shall be posted within seven days of being authorized or approved by the Township Board.
- P. Union Contracts. The Township website shall include, if applicable, all contracts entered into by the Township and any bargaining unit of Township employees, if any, no later than five days following ratification by both parties.
- Q. Bid and RFP process. The Township website shall include a detailed process for answering/submitting bids and requests for proposals. Whenever any change in process or procedure is approved by the board, the new process or procedures shall be posted within five days of the approval by the board.
- R. Lobbying. The Township website shall include the names of any lobbying associations that the Township assists or has previously assisted, in the past five years, whether through association or membership dues, grants or any other means, and any contracts with any lobbying firms in the previous five years.



- S. Community Groups. The Township website shall include the names, addresses and full dollar amount of funding granted to any community support groups by the Township within the previous five years, including but not limited to, senior citizen clubs, youth organizations, veteran organizations or any other community group.
- T. Taxes and fees. The Township website shall provide a detailed listing of all revenue sources including property taxes, replacement taxes, other government funding sources and fees charged for township services. This information shall also include a full listing and schedule of fees charged for township services.
- U. Retention of Information. All information required by this policy shall remain on the official website of the Township for not less than five years and shall only be removed from the website if it becomes necessary to free space on the website server used by the Township. (2015 Code)