

**TITLE 2
ADMINISTRATION**

**CHAPTER 3
TOWNSHIP BOARD**

<u>SUBJECT</u>	<u>SECTION</u>
COMPOSITION	2-3-1
ELECTION AND TERM.....	2-3-2
POWERS AND DUTIES OF THE BOARD	2-3-3
VACANCY	2-3-4
DECLARING A VACANCY; EXCUSED ABSENCES	2-3-5
MEETINGS OF THE BOARD / SUPERVISOR PRO-TEM	2-3-6
QUORUM; VOTING	2-3-7
COMMITTEES OF THE BOARD	2-3-8
RECORDING OF CLOSED SESSIONS	2-3-9
RULES OF ORDER	2-3-10
RECORD AND MEMORANDUM OF ORDINANCES.....	2-3-11

2-3-1. COMPOSITION OF THE TOWNSHIP BOARD.

The township board shall consist of the Supervisor and four Trustees. (2015 Code)

2-3-2. ELECTION AND TERM.

Township Trustees shall be elected at large by the voters of Palos Township, in accordance with the Illinois Election Code, to serve four (4) year terms beginning on the third Monday in May next following their election. (2015 Code)

2-3-3. POWERS AND DUTIES OF THE BOARD.

A. The Township Board shall have the following statutory powers and duties:

1. Examining and auditing the township and road district accounts and charges before any bills are paid. The Board may approve bills individually or in a summary statement of any number of bills.
2. Examine the accounts of the Supervisor and Highway Commissioner.
3. Require any account presented to be verified by an affidavit setting forth that the account is correct and reasonable and is unpaid.
4. Approve a levy of taxes on all taxable property within the Township in accordance with the Illinois Property Tax Code.
5. Prepare and approve an annual budget and appropriation for the Township in accordance with Illinois Municipal Budget law or any other applicable laws.
6. Provide for an annual audit in accordance with the direction of the electors at any annual town meeting and in compliance with the Governmental Account Audit Act.
7. Serve as ex-officio fence viewers of the Township as provided in the Fence Act.
8. Authorize an advisory referendum question of public policy to be placed on the ballot at any regularly scheduled election.
9. Exercise of all corporate powers as designated in 60 ILCS 1/85 and perform all other duties imposed by law.

B. The Township Board shall have the following powers and duties as assigned by the Township Board and not in conflict with state statute.

1. May appoint an Office Manager, Administrative Assistant to the Board, Health Service Director, Senior Services Coordinator, Youth Services Coordinator, Veterans Services Coordinator and any other department heads created and authorized by ordinance that do not fall under the jurisdiction of another township official.
2. Employ, discipline and terminate the employment of all employees of the Township that are not under the control and direction of another elected official.

3. Appoint members to the Robert's Park Fire Protection District Board of Trustees, the North Palos Fire Protection District Board of Trustees and the Palos Fire Protection District Board of Trustees.
4. Set all policy of the Township through ordinance or resolution except where expressly prohibited by law or where another elected official has express statutory responsibility for such action.
5. Set a schedule of meetings of the Township Board.
6. Assignment of all office space in all facilities owned by the Township. (2015 Code)

2-3-4. VACANCIES.

- A. Whenever a vacancy occurs on the Township Board, it shall be filled, in accordance with all applicable regulations as provided by law.
- B. If the vacancy is not filled within sixty-days of occurrence, it shall be filled as otherwise provided by law. (2015 Code)

2-3-5. DECLARING VACANCY; EXCUSED ABSENCES.

- A. The Township board shall have the power to declare a vacancy on the Township Board in the event that any member has five (5) consecutive unexcused absences.
- B. In order for an absence to be declared excused, the member of the board must first notify another member of the Township Board or the Township Clerk. Excused absences shall include, bona-fide emergencies, illnesses, death of a relative, required business travel or pre-planned vacation. (2015 Code)

2-3-6. MEETINGS OF THE BOARD.

- A. All meetings of the township board, of any standing or special committee of the board, and of any other board, committee, or agency of the Township shall be open to the public, except when the Board is authorized to close proceedings under any of the provisions of 5 ILCS 120, as amended from time to time.
- B. Meetings shall be held in accordance with a resolution of meetings adopted annually by the Township Board.
- C. The agenda for each meeting of the township board shall be posted at a location visible by the general public at all buildings and locations owned

and operated by the Township.
(2015 Code, amd. Ord. 2015-04, 09-24-2015, amd. Ord. 2018-O-04, 8/13/2018)

D. RULES AND PROCEDURES FOR MEETINGS:

1. Adoption Of Robert's Rules of Order Newly Revised: The Township Board hereby adopts "Robert's Rules Of Order Newly Revised", most recent edition, as its rules and procedures and to govern the conduct of all meetings of the township board and committees thereof. Notwithstanding the foregoing, the more specific rules contained in the remaining subsections of this section shall govern where applicable. In all cases where the rules set forth below in the remaining subsections of this section are in conflict with the aforesaid "Robert's Rules of Order Newly Revised", the rules contained in the remaining subsections of this section shall govern and control.
2. All board meetings, as well as the meetings of all committees, commissions or other public bodies of the township, shall allow for an agenda item titled "Communications from the Public" during every public meeting. During the Communications from the Public portion of a meeting, any members of the public who wish to the address the township board on any matter of public business, whether a specific agenda item or not, may request recognition prior to the meeting or during Communications from the Public. Communications from the public may be held at either the beginning or end of any meeting at the discretion of the meeting chair.
3. During Communications from the Public each member of the public who wishes to address the township board shall have no more than two (2) minutes to do so after they have been recognized by the chairperson. No person shall speak more than one time during a meeting.
4. Communications from the public shall not exceed thirty (30) minutes at any meeting.
5. All members of the public addressing the board shall maintain decorum and refrain from personal attacks of others. Comments may be made on any subject matter, however, only questions directly related to an agenda item shall be entertained by the chair.

6. Any member of the township board may request information from a speaker after a speaker has concluded his or her comments or after the two (2) minute time period has lapsed. If a speaker is asked a question by a member of the township board after their two (2) minute time period has expired, the speaker shall be permitted additional time to answer the question subject to the approval of the chair.
7. No member of the public seeking to address the board shall be required to provide any information as a condition for speaking during Communications from the Public, except that any person seeking to ask a question of the board shall provide their full name and residence address prior to asking any question. Any failure to adhere to the provisions of this section, and any such restriction or limitation upon any speaker, shall not impair or affect any ordinance, resolution, motion or other action of the township board.
8. Public Hearings.
 - a. Public Hearings are not governed by the same rules regarding public comment as public meetings.
 - b. Except as determined by the chairperson of the township board that published the notice for the Public Hearing, no person shall be permitted to address the township board during a Public Hearing.
 - c. During a Public Hearing, the chairperson may require testimony be provided in accordance with requirements of a Public Hearing and may limit comments to those matters relevant to the subject set forth in the notice of Public Hearing and any other manner necessary to accomplish the purpose of said Public Hearing. Persons wishing to avail themselves of the opportunity to speak and/or testify at a Public Hearing may be required to state his or her name and address and swear to speak under oath prior to speaking. All persons who speak during a Public Hearing shall be subject to cross-examination or questioning by any member of the township board, any party to the Public Hearing or any other witness.
9. Committee chairs shall have the unilateral right to have added to or removed from the agenda certain items discussed during their committee meetings. In addition, items may be added to the agenda

of a future board meeting upon motion duly made, seconded and passed during any board meeting.

10. The Supervisor shall have the unilateral right to have added to or removed from the agenda certain items to be listed under or removed from the Supervisor's report.

11. Notwithstanding the foregoing, no member of the board or other person shall seek to have any item added to an agenda and no item shall be removed from any agenda unless at least forty eight (48) hours remain before the time set for the meeting to commence.

12. The board, upon motion carried during any meeting, may remove any item or table any item on the agenda of that meeting.

E. SUPERVISOR PRO TEM:

1. Election: The township board shall elect one of its members to act as Supervisor Pro Tem.

2. Duties:

(a) The Supervisor Pro Tem shall perform all of the duties of the Supervisor during an absence or disability of the Supervisor. Absence of the Supervisor shall occur whenever the exercise of Supervisor duties and/or powers requires the physical presence of the Supervisor and the Supervisor is not able to be physically present: a) at a previously scheduled event; or b) within an hour following notice given by the township clerk.

(b) In the event the Supervisor fails to attend a meeting of the Township Board or a portion thereof, the Supervisor Pro Tem shall chair the meeting. In the absence of both the Supervisor and Supervisor Pro Tem from a meeting of the Township Board, the Township Board shall elect one of its members to act as a temporary chairman of the meeting.

3. Term: The board member serving as Supervisor Pro Tem shall serve until:

(a) Such board member resigns as Supervisor Pro Tem; or

- (b) Such board member is no longer a township board member. (2015 Code, amd. Ord. 2015-04, 09-24-2015, amd. Ord. 2018-O-04, 8/13/2018)

2-3-7. QUORUM, VOTING.

- A. A quorum of the township board for the transaction of business shall consist of three trustees or two trustees and the Supervisor.
- B. Every ordinance and resolution shall be reduced to writing and presented to the township board before a vote thereon by the members is taken. Upon every such vote the names of all members of the board present shall be called and their yeas and nays shall be recorded. (2015 Code)

2-3-8. COMMITTEES OF THE BOARD.

- A. Standing Committees Enumerated. The following standing committees of the Township Board are hereby created with the duties and oversight as herein stated:
 - 1. Finance and Administration Committee. The Finance and Administration Committee shall be chaired by a member of the Township Board and is responsible for budgeting, appropriation tax levy, audits, purchases, insurance, collection and repositories at the request of the Supervisor, strategic planning and the strategic plan, administration, and fiscal oversight of general government programs and operations, vehicle purchases and vehicle maintenance.
 - 2. Policy and Personnel Committee. The Policy and Personnel Committee shall be chaired by a member of the Township Board and is responsible for the review of all proposed ordinances and resolutions, the development and review of policies, the policy manual and amendments, personnel issues, job classification and description, and employment matters.
 - 3. Public Services and Health Committee. The Public Services and Health Committee shall be chaired by a member of the Township Board and is responsible for the development of programs for the health service, senior services, Veteran's services, youth services, services to the disabled and the food pantry, transportation programs of the Township and being a liaison to the Highway Commissioner making recommendations with respect to drainage issues, road repairs and street lighting and for providing oversight to the general operations of those services.
 - 4. Technology, Automation and Information Committee. The Technology, Automation and Information Committee shall be chaired by a member of the

Township Board and is responsible for the general oversight and development of a technology and automation plan, phone services, web site, intergovernmental and community communications, and all other issues related to technology.

5. Buildings and Grounds Committee. The Buildings and Ground committee shall be chaired by a member of the Township Board and is responsible for the management of all township owned equipment and facilities, maintenance of facilities, landscaping, waste disposal, use of facilities and assignment of office space.
- B. Standing Committees to be Committees of the Whole Board. All Standing Committees shall be Committees of the whole board.
- C. Committee Assignment. Committee assignments shall be made by the Township Board.
- D. Re-assignment of Committees. Committee Chairs and Vice Chairs may be changed at any time by action of the Township Board.
- E. Clerk May Serve on Committees. The Township Clerk may serve as a member on one committee of his or her choice by submitting a request to the Board.
- F. Special Committees. Special committees, ad-hoc committees, and sub-committees may be created by action of the board. Special, ad-hoc and sub-committees shall be chaired and vice chaired by a member of the Township Board but any resident of Palos Township may serve on special committees, ad-hoc committees, and sub-committees as appointed by the Township Board.
- G. Committee Minutes. Committee chairs are responsible for making arrangements for the recording of minutes of their committee meetings. All Committee meetings shall be held in compliance with the Open Meetings Act.
- H. Committee Pay. Trustees shall not receive additional pay for attending committee meetings.
- I. Closed Session. Standing committees of the Board are not permitted to hold closed session meetings. Matters which qualify for discussion in closed session shall be referred to the Township Board for consideration. (2015 Code, amd. Ord. 2015-03, 05-19-2015)

2-3-9. RECORDING OF CLOSED SESSIONS.

- A. A verbatim record shall be kept of all meetings of the corporate authorities of the Township of Palos or any subsidiary "public body" (as defined by the Illinois open meetings act) of the township which are closed to the public. The verbatim record shall be in the form of an audio or video recording. In addition, minutes shall be kept of all

closed meetings in the manner required by the Illinois open meetings act. Minutes of closed meetings shall be placed before the corporate authorities of the Township of Palos or the subsidiary body, as the case may be, for approval as to form and content as soon as practicable following the closed meeting. The Township Clerk, or his/her designee, shall securely maintain the verbatim recordings and minutes of all closed sessions of the corporate authorities of the Township of Palos and all subsidiary public bodies of the Township.

- B. At the beginning of each closed session, those present shall identify themselves by voice for the audio recording. If the meeting is videotaped, at the beginning of the meeting, those present shall individually appear on camera and identify themselves by voice. The Supervisor or chair of the subsidiary public body of the Township shall also announce the times the meeting commences and ends at the appropriate points on the recording.
- C. The township will maintain sufficient equipment for the Township Clerk to comply with this section. The Township Clerk or her designee will periodically check the equipment to confirm that it is functioning. In the event that anyone present at a closed session determines that the equipment is not functioning properly, the closed session will be temporarily suspended to attempt to correct any malfunction. In the event that an equipment malfunction cannot be corrected immediately, the closed session will terminate until such time as the closed session may proceed with a functioning recording device.
- D. At the first regular board meeting of the corporate authorities of the Township of Palos in August 2015, and of each August thereafter, the agenda shall include the following item: "Review of the minutes of all closed sessions that have not yet been released for public review, and determination of which, if any, may then be released". Minutes or recordings shall not be released unless the corporate authorities of the Township of Palos find that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential. As to any minutes or recordings not released, the corporate authorities of the Township of Palos shall find that the "need for confidentiality still exists" as to those minutes or recordings. The Township Attorney shall prepare a recommendation for the corporate authorities of the Township of Palos regarding the release and non-release of the respective recordings and minutes. Minutes of closed sessions shall be kept indefinitely.
- E. At the first regular board meeting of the corporate authorities of the Township of Palos in August 2015, and of each August thereafter, the agenda shall include the following item: "Authorization for destruction of verbatim recordings of closed sessions". The Township clerk shall present a list to the corporate authorities of the Township of Palos of the dates of closed sessions where:
 - 1. A verbatim recording exists;

2. The corporate authorities of the Township of Palos have approved the minutes of the closed meeting as to form, regardless of whether the minutes have been released for public review; and
3. There have been more than eighteen (18) months since the date of the closed meeting. (2015 Code)

2-3-10. (RESERVED)

2-3-11. RECORD AND MEMORANDUM OF ORDINANCES.

All ordinances passed by the township board shall be recorded by the township clerk in a proper book with indexes. The original shall be filed in the office of the township clerk, and due proof of publication of all ordinances requiring publication shall be procured by the clerk, and such proof or affidavit of publication shall be attached to and filed away with the ordinances, and the clerk shall also note in his book of ordinances, at the foot of the record of each ordinance, a memorandum of the date of the passage and, if published or posted, of the date of the publication or posting of such ordinance. (2015 Code)