



ADVISORY BOARD & COMMISSION MANUAL:

BOARD OF FIRE & POLICE
BUILDING BOARD OF APPEALS
CAPITAL IMPROVEMENTS
ENVIRONMENTAL
FINANCE
HISTORICAL PRESERVATION
POLICE PENSION
RECREATION
ZONING BOARD OF APPEALS

TABLE OF CONTENTS

Welcome	3
Board/Commission General Information	
Organization Chart.....	4
Description of Boards and Commissions.....	5-7
Official Board/Commission Meeting Schedule.....	8
Open Meetings Act.....	9-10
Village Resolution 85-7: A Resolution Relating to the Guidelines for Official Conduct.....	11
Ethics Guidelines.....	12
Board/Commission Roles	
Role of Commissioner	13
Role of Chairperson	13 - 14
Role of Student Commissioner.....	13
Role of Trustee Liaison	13-14
Role of Staff Liaison.....	14
Role of Recording Secretary.....	14

WELCOME

Thank you for volunteering your time and talent for the Village. We hope you find your new position meaningful and rewarding. The Village appreciates your willingness to serve.

Village governance in Glen Ellyn relies on the active participation of residents volunteering their time and skills to sustain and improve the quality of the community. Advisory board and commission members exemplify this spirit of volunteerism by lending their talents to benefit the Village. Appointment to a board or commission in Glen Ellyn is an honor that brings both opportunity and responsibility. This manual has been designed to assist you by providing information about the Village and the role served by 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 village government, the board/commission, activities of the Village, and the like.

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 at 630-469-5000 to speak with your board or commission staff liaison regarding your new role. Once again, thank you for volunteering your expertise to our community.



PEOPLE OF GLEN ELLYN

Glen Ellyn
Library Board (7)

Village Clerk

**Village President (1)
&
Board of Trustees (6)**

Citizen Advisory Groups:

Board of Fire and Police Comm. (3)	Historic Preservation Comm. (7)
Building Board of Appeals (7)	Plan Commission (9)
Capital Improvements Comm. (9)	Police Pension Board (5)
Environmental Comm. (9)	Recreation Commission (7)
Finance Commission (9)	Zoning Board of Appeals (7)

Village Manager

Administration

Board & Village Clerk
Village Manager's Office
Personnel
Facilities Maintenance

Special Programs
Stacy's Tavern Museum
Cable Television

Finance

Cashier's Office
Water & Sewer Accounts
Payroll
Disbursements

Investments
Insurance
Information Technology
Senior Services

Planning & Development

Planning
Zoning

Code Inspection
Building Permits

Recreation

Village Links
Club House
Pro Shop / Restaurant

Lambert Lake Park
Panfish Park
Maintenance

Police

Administration
Records
Crossing Guards

Operations

Patrol	Investigations
Service Calls	Parking Control
Accidents	Traffic Control

Public Works

Administration
Water Distribution
Sanitary Sewers
Streets & Storm Sewers

Equipment Services
Parking (downtown area)
Forestry
Glenbard Wastewater Authority

Volunteer Fire Company

Approx. 60 Volunteers
Approx. 1,400 Alarms per Year
Self-Governing
Non-Profit Corporation

DESCRIPTION OF BOARDS AND COMMISSIONS

THE COMPLETE VILLAGE CODE FOR ALL BOARDS AND COMMISSIONS CAN BE FOUND ONLINE AT THE VILLAGE OF GLEN ELLYN'S WEBSITE – GLENELLYN.ORG – VILLAGE CODE ONLINE – TITLE 2

BOARD OF FIRE & POLICE COMMISSIONERS

Number of Members: 3; Length of Term: 3 Years; Meetings: 2nd Tuesday of Each Month

Intent and Purpose

- To oversee and administer the testing and evaluation process for potential employment of police officer candidates to the Police Department.
- To establish a list of qualified police officers, ranked in order of suitability, for promotion to sergeant.
- To adjudicate matters of reprimand, suspension and dismissal concerning police officers and sergeants of the Police Department.

Village Code – Title 2 – Chapter 1

BUILDING BOARD OF APPEALS

Number of Members: 7; Length of Term: 3 Years; Meetings: As Necessary

Intent and Purpose

- To provide a hearing body for appeals from administrative decisions of the Building and Zoning Official and to advise the Village Board regarding amendments to the National Building Code for the Village.

Village Code – Title 2 – Chapter 7

CAPITAL IMPROVEMENTS COMMISSION

Number of Members: 9; Length of Term: 3 Years; Meetings: 2nd Tuesday of Each Month

Intent and Purpose

- To study and develop plans for the capital improvements necessary to provide municipal services to the citizens of the Village.
- To update multi-year capital improvement plans and prepare comprehensive reports on capital needs as necessary.

Village Code – Title 2 – Chapter 6

ENVIRONMENTAL COMMISSION

Number of Members: 9; Length of Term: 3 Years; Meetings: 3rd Tuesday of Each Month

Intent and Purpose

- To study and review strategies to protect the public health, safety, and welfare.
- To undertake assignments that conserve natural resources.
- To acquire and disseminate technical information from the Village Board relative to the environment and natural resources.

Village Code – Title 2 – Chapter 11

FINANCE COMMISSION

Number of Members: 9; Length of Term: 3 Years; Meeting: Last Friday of Each Month

Intent and Purpose

- To provide advisory recommendations to the Village Board on financial matters that are generally long-term in nature.
- The committee's role shall not include responsibilities of day-to-day operational oversight.

Village Code – Title 2 – Chapter 16

HISTORIC PRESERVATION COMMISSION

Number of Members: 7; Length of Term: 3 Years; Meetings: 3rd Thursday of Each Month

Intent and Purpose

- To encourage the rehabilitation and utilization of structures, places and works of art having a special historical, architectural or aesthetic value or interest to the community.
- To identify those buildings and such worthy of designation as official Glen Ellyn landmarks, to hold hearings and to recommend that the Village Board effect those designations by ordinance.
- To aid in the continuing preservation of Stacy's Tavern Museum.

Village Code – Title 2 – Chapter 13

PLAN COMMISSION

Number of Members: 9; Length of Term: 3 Years; Meetings: 2nd & 4th Thursdays of Each Month

Intent and Purpose

- To review on a regular basis the Zoning Ordinance, Zoning Map, and Comprehensive Plan and to recommend changes to the Village Board of Trustees.
- To act on all matters required by the Zoning Ordinance and the Subdivision Regulations Code.
- To review certain types of development projects, including those involving planned unit developments, subdivisions, and special use permits prior to review by the Village Board.
- To hold public hearings, make written findings of fact, and submit the same with recommendations to the Village Board concerning these requests.

Village Code – Title 2 – Chapter 4

POLICE PENSION BOARD

Number of Members: 5; Length of Term: 2 Years; Meetings: Quarterly

Intent and Purpose

- To administer the Police Pension Fund.

RECREATION COMMISSION

Number of Members: 7; Length of Term: 3 Years; Meetings: Last Friday of Each Month

Intent and Purpose

- To advise the Village Board and staff on matters relating to the Village Links and all recreation areas owned by the Village.

Village Code – Title 2 – Chapter 12

ZONING BOARD OF APPEALS

Number of Members: 7; Length of Term: 3 Years; Meetings: 2nd & 4th Tuesdays of Each Month

Intent and Purpose

- To act on all matters required under the Zoning Ordinance for single-family and two-family dwellings units only.
- To hold public hearings on petitions for variations from standards established by the Zoning Ordinance, make written findings of fact, and submit the same with recommendations to the Village Board prior to review of the petitions by the Village Board.

Village Code – Title 2 – Chapter 14

Village of Glen Ellyn
Schedule of Official Meetings of Boards and Commissions

Village Board of Trustees	Board of Fire and Police Commission	Capital Improvements Commission	Environmental Commission	Finance Commission	Historic Preservation Commission	Plan Commission	Recreation Commission	Zoning Board of Appeals
Regular Board Meetings 2 nd & 4 th Mondays 7:00 p.m.	2 nd Tuesday 4:30 p.m.	2 nd Tuesday 7:00 p.m.	3 rd Tuesday 7:00 p.m.	2 nd Friday 7:00 a.m.	3 rd Thursday 7:00 p.m.	2 nd & 4 th Thursdays 7:00 p.m.	Last Friday of month 7:00 a.m.	2 nd & 4 th Tuesdays 7:00 p.m.
Regular Village Board Workshop 3 rd Monday 7:00 p.m.								

Meetings of the following Boards are held on an "as called" basis: Building Board of Appeals and Police Pension Board. Meetings "as called" will be posted in the Civic Center. All meetings of the Village Board and of the advisory Boards and Commissions are held in the Civic Center unless otherwise posted.

A BRIEF GUIDE TO THE 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 in consultation with the Village Clerk.

The OMA applies to all 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 committees and subcommittees of these public bodies.

- A "meeting" as subject to the 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 quorum; three is a 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 (via blogs/instant messenger services, etc.) and email correspondence between members.
- 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.
- 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 within seven days after the approval of the minutes.
- 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.
 - The body must vote in open meeting to go into a 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.

Please find on the following page a chart providing quorum information specific to the Village of Glen Ellyn's Advisory Boards and Commissions:

Commission	Number of Members*	Quorum	**Quorum Majority	***Student Member
Board of Fire and Police Commissioners	3	2	2	
Building Board of Appeals	7	4	3	
Capital Improvements Commission	9	5	3	
Environmental Commission	9	5	3	1
Finance Commission	9	5	3	1
Historic Preservation Commission	7	4	3	1
Plan Commission	9	6	4	
Police Pension Board	5	3	3	
Recreation Commission	7	4	3	1
Zoning Board of Appeals	7	4	3	1
<i>*Number of members does not include student member as student member role does not count towards overall quorum.</i>				

****Any deliberation of public matters by this number or more Board/Commission Members, outside of a scheduled/noticed public meeting, is a violation of the Open Meetings Act.**

**** *Student Member**

ROLE OF STUDENT COMMISSIONER

Student Commissioners may be appointed by the Village President to various Commissions. Student Commissioners have every responsibility and authority of a full commissioner except that of voting. Student Commissioners will instead indicate their preference for or against the motion and the reasons for their decision. Student Commissioners shall express their preference before other commissioners vote, and provide an invaluable perspective that will be sincerely considered by the other Commissioners as the other commissioners vote. Student Commissioners are expected to be present at Commission meetings but will not be counted as part of a quorum.

RESOLUTION NO. 85-7: A RESOLUTION RELATING TO GUIDELINES FOR OFFICIAL CONDUCT

Whereas, it is in the best interest of the Village of Glen Ellyn to set forth a standard of conduct for Village officials and employees; and

Whereas, the President and Board of Trustees desire to help ensure that all elected and appointed officials of the Village of Glen Ellyn conduct themselves to the full credit of the Village and its citizens without legal or ethical compromise;

Now therefore, be it resolved by the President and Board of Trustees of the Village of Glen Ellyn, Illinois:

SECTION ONE: The following are guidelines for this Village and its officers and employees:

- A. The Village of Glen Ellyn, as a public corporation, must demand the highest ethical behavior from all associated with it in the conduct of Village business. Accordingly, what is acceptable in private business may not be proper conduct by elected and appointed officials.
- B. Village officers and employees are entrusted with the responsibility to represent and serve all citizens of the Village in preference to any individual or group.
- C. Furthermore, all petitioners, applicants, contractors, and others engaging in business with the Village should be treated fairly, impartially and objectively; decisions are made solely on the basis of the merits of the matter rather than on the basis of personalities, favors or other considerations.
- D. Among the more sensitive areas of concern are areas such as outside business activity, gifts, meals, travel expenses, stock ownership, use of Village property, and use of privileged information regarding Village matters. It is expected that all officers and employees will do, or cause to be done, only what is in the best interest of the Village regarding such matters as well as others not explicitly mentioned herein.
- E. Applicable provisions of State law govern areas such as interests in contracts, real estate and purchases. These provisions are too lengthy for inclusion in this Resolution. It is the expectation of the Village that its officials and employees will familiarize themselves with these provisions and adhere to them. *In order to view these applicable provisions of the Illinois State Law, please visit the Illinois General Assembly website at www.ilga.gov, click on Illinois Compiled Statutes, then Chapter 5 General Provisions and scroll down to Governmental Ethics.*

SECTION TWO: That the Village President and Board of Trustees shall be responsible for determining policies to ensure the foregoing, and for resolving matters in which there could be a conflict of interest.

SECTION THREE: This resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

Adopted the 15th day of April, 1985.

ETHICS GUIDELINES FOR BOARD AND COMMISSION MEMBERS

DECLARATION OF POLICY

The proper operation of democratic government requires that members of Village boards and commissions be independent, impartial, and responsible to the "Village of Glen Ellyn," the sole purpose of which is to serve and protect the common well-being and good of the people of Glen Ellyn.

Accordingly, it is imperative that decisions of the Village and its policies be made in the proper channels of the Village structure as described on the following page; that members not interfere in the management of the Village or the duties assigned to staff by the Village Board; 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 its government.

PURPOSE

The purpose of these guidelines is to implement the above Declaration of Policy by establishing ethical standards of conduct for all Village board 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 and commission 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 are established for all Village board and commission members:

1. REPRESENTATION

At no time shall a board or commission member represent him or herself as an agent of the Village or represent statements as Village policy to residents, businesses, vendors, visitors, or any other outside party. Boards and Commissions shall not make use of Village letterhead or the Village logo unless approved by the Village.

2. CONFLICTS OF INTEREST

No board or commission member shall engage in any business or transaction, or have a financial or personal interest, whether direct or indirect, that is incompatible with the proper discharge of his/her official duties in the public interest or that may tend to impair his/her independence, judgment, or action in the performance of these duties. Further, DuPage County requires members of the following advisory groups to file statements of economic interest every January: Board of Fire and Police Commissioners, Plan Commission, Police Pension Board and Zoning Board of Appeals.

3. ABUSE OF POWER

No board or commission member shall use the power or prestige of his/her office for his/her direct or indirect private financial gain.

4. CONFIDENTIALITY

No board or commission member shall disclose confidential information concerning the property, government or affairs of the Village or use such information to advance the financial or other interests of him or herself or others.

BOARD AND COMMISSION ROLES

Boards and commissions serve in an advisory role, making recommendations to the elected Village Board, 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 COMMISSIONER

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 or commission meetings on time, and phone the Chairperson or staff liaison in advance if he/she is expecting to be late or absent. Commissioner attendance is critical because it ensures that good discussions, decisions and recommendations occur at the commission level. The commissioner should read all agenda packet materials prior to the meeting and be prepared to participate in board/commission discussions. Commissioners may on occasion be approached by residents or other parties, including 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 board or commission chairperson or staff liaison as appropriate. Similarly, with requests for assistance, 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 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 make decisions.
4. 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. Accept feedback from the Village Board, Village staff, and the general public as a positive, not an attack.
6. 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, not your own ambitions.
9. Accept board/council decisions, even those with 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 for the entire organization.

ROLE OF CHAIRPERSON

The chairperson, who serves a one-year term, has several main responsibilities including presiding over the board or commission and conducting its business in an orderly fashion. In addition to these central duties, a chairperson often acts informally as the board or commission representative to the outside world. The role of the chairperson also includes compiling the agenda with the staff liaison prior to each board/commission meeting, ensuring that business is properly conducted,

periodically reviewing the board's/commission's charter with members to verify that the outlined goals are being met, assigning subcommittees of the commission, and calling special commission meetings with the assistance of Village staff as necessary.

ROLE OF STUDENT COMMISSIONER

Student Commissioners may be appointed by the Village President to various Commissions. Student Commissioners have every responsibility and authority of a full commissioner except that of voting. Student Commissioners will instead indicate their preference for or against the motion and the reasons for their decision. Student Commissioners shall express their preference before other commissioner's vote, and provide an invaluable perspective that will be sincerely considered by the other Commissioners as the other commissioner's vote. Student Commissioners are expected to be present at Commission meetings but will not be counted as part of a quorum.

ROLE OF 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 board or commission level. As the Village Board's representative, the Trustee liaison provides factual 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 board or commission with information on programs/activities/legislation or interest garnered through various Village Board resources.

ROLE OF STAFF LIAISON

The staff liaison's main role is to serve as facilitator. Staff liaisons are non-voting members and should not be involved directly in the deliberations of items before the board or commission. As the Village staff representative, the staff liaison provides factual information as needed and clarifies Village policy if there is uncertainty on a particular issue. As the facilitator, the staff liaison is responsible for ensuring that commission members have all necessary information to allow them to make informed recommendations to the Village Board. Staff liaisons also work with the chairperson to develop the agenda and packet information.

ROLE OF RECORDING SECRETARY

The recording secretary is charged with providing the Village with draft minutes of board and commission meetings.