



## MEMORANDUM

**TO:** Community Relations

**FROM:** Nick J. M. Partipilo, Administrative Intern, Office of the Village Manager

**DATE:** August 9, 2019

**SUBJECT:** Social Media and Board, Committee, and Commission Training

Village staff recently prepared a handbook for members of Village boards, committees and commissions (attached). The goal of this handbook is to help board, committee, and commission members better understand their responsibilities, the expectations of the Village regarding their appointed position, and the breakdown of the board, committee, and commission structure within the Village. Local regulations include the recently adopted Village Social Media Policy, which applies to elected and appointed officials of the Village.

Village staff will be attending all board, committee, and commission meetings for the rest of the summer to give brief presentations regarding the handbook and the social media policy. The presentations will include an overview of both items and allow appointed officials to ask questions.

Please review and familiarize yourself with the social media policy as well as the board, committee, and commission handbook. A complete overview of both will be shared at the upcoming committee meeting. Please feel free to reach out to me with any questions or concerns.



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# **ADVISORY BOARD, COMMITTEE, & COMMISSION MANUAL:**

BUILDING BOARD OF APPEALS  
COMMUNITY PROMOTION/TOURISM  
COMMUNITY RELATIONS  
ECONOMIC AND COMMUNITY  
DEVELOPMENT  
FINANCE & ADMINISTRATION  
FIRE AND POLICE COMMISSIONERS  
FIREFIGHTERS PENSION FUND  
HISTORIC PRESERVATION COMMISSION  
LIQUOR COMMISSION  
LOCAL IMPROVEMENTS  
PLAN COMMISSION  
POLICE PENSION FUND  
PUBLIC SAFETY & TRANSPORTATION  
PUBLIC WORKS & ENVIRONMENTAL  
CONCERNS  
ZONING BOARD OF APPEALS

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## WELCOME

Thank you for volunteering your time and talent for the Village. We hope you find your position on a Lombard advisory board, committee, or commission meaningful and rewarding. The Village appreciates your willingness to serve.

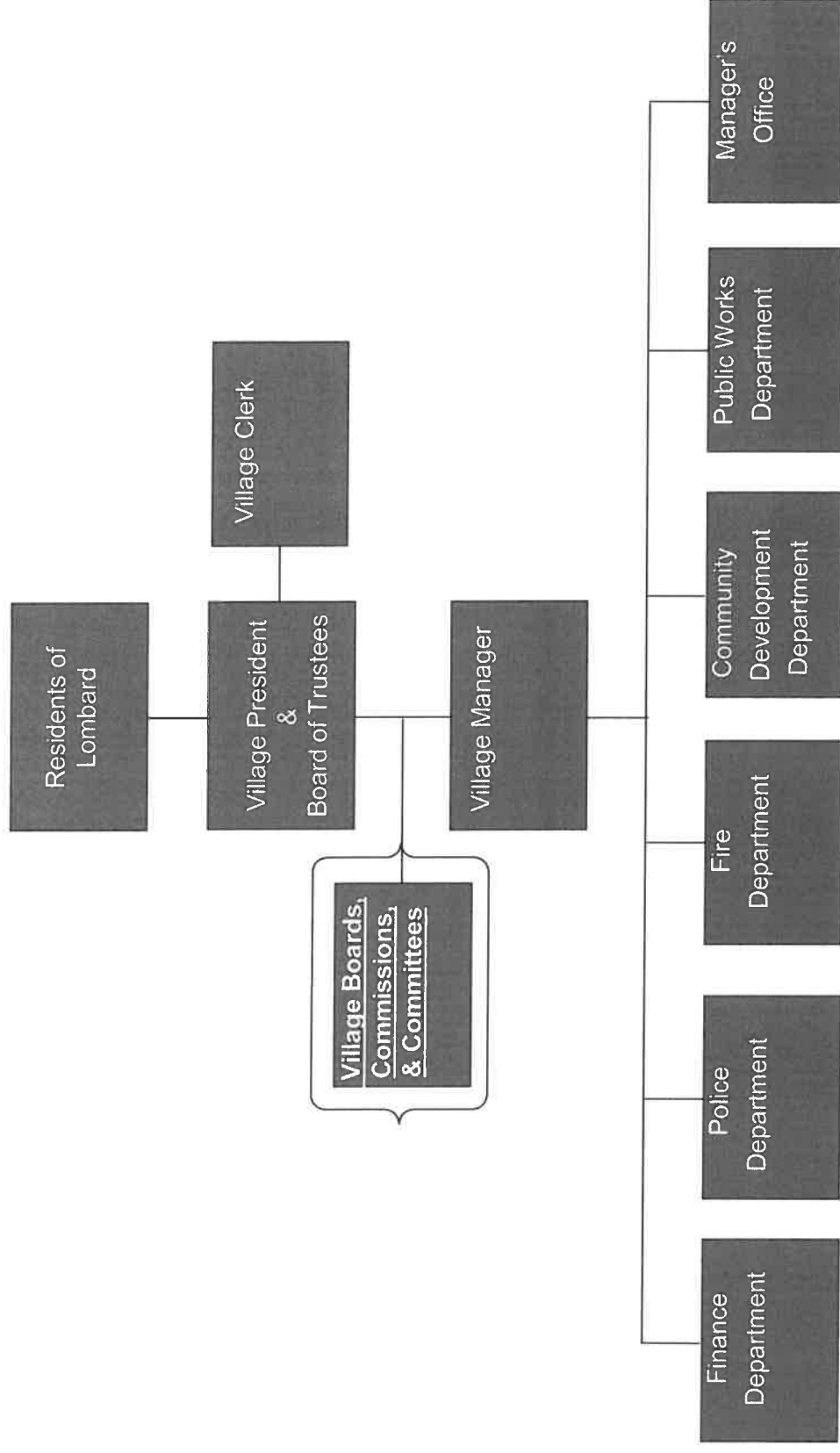
Village governance in Lombard relies on the active participation of residents volunteering their time and skills to sustain and improve the quality of the community. Advisory board, committee, and commission members exemplify this spirit of volunteerism by lending their talents to benefit the Village. Appointment to a board or commission in Lombard 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, committee, and commission members.

Advisory boards, committees, 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, committee, and commission members review items and issues at the request of the Village Board or of particular interest to the advisory body. Board, committee, 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, committees, and commissions, including procedures and laws that apply to their activities. Should you have any questions regarding your new role, please contact the Village at 630-620-5700 to speak with the staff liaison responsible for your board, committee, or commission. Once again, thank you for volunteering your expertise to our community.



# Village of Lombard Organizational Chart



## DESCRIPTION OF BOARDS AND COMMISSIONS

THE COMPLETE VILLAGE CODE FOR ALL BOARDS AND COMMISSIONS CAN BE FOUND ONLINE AT THE VILLAGE OF LOMBARD'S WEBSITE – [VILLAGEOFLOMBARD.ORG](http://VILLAGEOFLOMBARD.ORG) – VILLAGE CODE OF ORDINANCES – TITLE III CHAPTER 32

### **BOARD OF FIRE & POLICE COMMISSIONERS**

Number of Members: 3; Length of Term: 3 Years; Meetings: 4<sup>th</sup> Friday of Each Month at 7:00 a.m. in the Village Hall Board Room

#### ***Intent and Purpose***

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

*Village Code – Title 3 – Chapter 32–Article IV*

### **Board of Building Appeals**

Number of Members: 5; Length of Term: 3 Years; Meetings: February 6<sup>th</sup>, May 1<sup>st</sup>, August 7<sup>th</sup>, and November 6<sup>th</sup> at 6:00 p.m. at Village Hall

#### ***Intent and Purpose***

- To Prepare and recommend to the President and Board of Trustees of the village any changes or amendments to the Building Code deemed necessary for the proper development of the village.
- Hear appeals from decisions of the Community Development Director or Fire Chief or their designees regarding any clarification or interpretation of the provisions of the Building Code concerning materials, methods, systems, or arrangement of materials for construction permitted under the provisions of the Building Code, Fire Prevention Code and the Life Safety Code.
- Recommend the adaptability or safety of any building materials, methods, or arrangements of materials not provided for in the Building Code and which have not been previously approved for use to the Community Development Director or the Fire Chief or their designees; however, that nothing herein shall allow the Board of Building Appeals to approve any building materials, methods, or arrangements of materials specifically prohibited under the Building Code, Fire Prevention Code or the Life Safety Code.

*Village Code – Title 3 – Chapter 32–Article II*

### **Community Promotions and Tourism Committee**

Number of Members: 9; Length of Term: 2 Years; Meetings: 1<sup>st</sup> Tuesday of Each Month at 7p.m. at Village Hall

#### ***Intent and Purpose***

- The Community Promotion and Tourism oversees hotel/motel tax funding within the annual budget and oversees events or tourism overnight stays within the Village.
- Shall additionally consider and make recommendations regarding hotel/motel tax grant program funding requests by community organizations.
- Shall additionally consider and make recommendations regarding items and events which relate to encouraging overnight stays within the village.
- The Committee shall consider other matters which are specifically referred to it by the corporate authorities.
- In addition to the Chairperson, Vice-Chairperson, Voting Members and Student Member, the following individuals shall be provided notice of Committee meetings, so that they can attend and participate in the Committee discussions: Executive Director of the Lombard Chamber of Commerce, the Executive Director of the DuPage County Convention & Visitors Bureau, the General Manager of Yorktown Center, and the General Managers for each hotel/motel located within the corporate limits of the village.

*Village Code – Title 3 – Chapter 30 – Article II*

### **Community Relations Committee**

Number of Members: 9; Length of Term: 2 Years; Meetings: 2<sup>nd</sup> Monday of Each Month at 7p.m. at Village Hall

#### ***Intent and Purpose***

- Considers and makes recommendations to the Corporate Authorities regarding Social Services, Senior Citizens and Youth.
  - The Committee shall work with existing service organizations to address the social service needs of residents and the homeless and to coordinate and publicize the use of social and assistance services.
  - The Committee shall serve as a liaison to senior citizens and senior citizen groups within the village. The Committee will make recommendations with respect to the adoption and amendment of ordinances relating to senior citizens after reviewing the needs and concerns of senior citizens, and will review the services provided to senior citizens to determine what coordination role the village might play relative to programs offered through other agencies.
  - The Committee shall advise and make recommendations on issues affecting the youth of the village. The Committee will provide youth with an opportunity to express their opinions and suggestions on issues in the community, thereby encouraging youth involvement in the community, and will serve as a forum for public discussion of topics related to youth activities. In addition, the Committee will review the services provided to youth to determine what coordination role the village might play relative to programs offered through other agencies.
- Reviews, recommends and promote programs that recognize cultural diversity and intergovernmental cooperation within the community.
  - The Committee will review and make recommendations to the corporate authorities in regard to promoting programs that recognize cultural diversity in the community and that instill an appreciation of the value of a diverse population. intergovernmental cooperation and communication.

- Shall consider other matters that are specifically referred to it by the corporate authorities.
- Village Code – Title 3 – Chapter 30–Article II*

### **Economic /Community Development Committee**

Number of Members: 9; Length of Term: 2 Years; Meetings: 2<sup>nd</sup> Monday of Each Month at 7p.m. at Village Hall

#### ***Intent and Purpose***

- Considers and makes recommendations to the Corporate Authorities regarding solid working relationships with the community, development, resources and grants, downtown redevelopment and Tax Increment Financing Districts.
- The Committee shall make recommendations to the corporate authorities which encourage and guide development and re-development in the community, but shall not intrude upon the duties and responsibilities of the Plan Commission or Zoning Board of Appeals.
- The Committee shall have the responsibility to study and to recommend appropriate action concerning the redevelopment of the downtown area to include but not be limited to adaptive building reuse and the preservation of buildings of historic and architectural significance.
- The Committee shall act as a conduit and coordinating body for the tax increment financing district(s) of the village.
- Review the Community Development Department's budget prior to the approval thereof by the corporate authorities.

*Village Code – Title 3 – Chapter 30 – Article II*

### **Board of Local Improvements**

Number of Members: 5; Length of Term: 2 Years; Meetings: Upon Call at Village Hall

#### ***Intent and Purpose***

- The Board of Local Improvements has as its sole responsibility, the establishment, development, and financial supervision of any local improvements which are partially or in whole paid by Special Assessment.

*Village Code – Title3 – Chapter 32–Article III*

### **Firefighters Pension Fund Board of Trustees**

Number of Members: 5; Length of Term: 3 Years; Meetings: January 23<sup>rd</sup>, April 17<sup>th</sup>, July 17<sup>th</sup>, and October 16<sup>th</sup> at Village Hall

#### ***Intent and Purpose***

- The Board of Trustees of the Firefighters' Pension Fund shall have control of the management of all funds belonging to or designated by law as part of the Firefighters' Pension Fund, and of the administration of such funds, and all other rights, powers, and duties as are now provided by statute, as such statute may be amended from time to time hereafter.

*Village Code – Title3 – Chapter 33–Article V*

### **Police Pension Fund Board of Trustees**

Number of Members: 5; Length of Term: 2 Years; Meetings: January 14<sup>th</sup>, April 8<sup>th</sup>, July 15<sup>th</sup>, and October 21<sup>st</sup> at Village Hall

#### ***Intent and Purpose***

- The Board of Trustees of the Police Pension Fund shall have control of the management of all funds belonging to or designated by law as part of the Fund, and of the administration



of such funds, and all other rights, powers, and duties as are now provided by statute, and as such statute may be amended from time to time hereafter.

*Village Code – Title3 – Chapter 34–Article I V*

### **Liquor Commission**

Number of Members: 3; Length of Term: Until Resignation; Meetings: Upon Call

#### ***Intent and Purpose***

- Reviews applications for new liquor licenses under the terms, conditions, and requirements listed within the relevant Village ordinances
- Investigate the proposed licensed premises so as to ascertain whether said premises fully complies with the requirements of all codes and ordinances of the Village

*Village Code – Title11 – Chapter 112–Article II*

### **Public Safety and Transportation Committee**

Number of Members: 9; Length of Term: 2 Years; Meetings: 1<sup>st</sup> Wednesday of Each Month at Village Hall

#### ***Intent and Purpose***

- The Committee shall act as a liaison for the village in relation to other governmental agencies dealing with transportation issues within the village.
- The Committee is responsible for reviewing and reporting upon all methods and forms of transportation affecting the Village, including both public and private methods of transportation, as well as reviewing and providing recommendations regarding traffic and safety matters in the Village.
- The Committee also reviews and makes recommendations regarding complaints about traffic and/or parking issues based on guidance provided in the Manual on Uniform Traffic Control Devices (MUTCD).
- The Committee shall review the Police Department's budget and the Fire Department's budget prior to the approval thereof by the corporate authorities.
- The Committee shall review and oversee matters of public safety, including, but not limited to, police services, firefighting services and emergency medical services.
- The Committee shall review, and make recommendations in regard to, all complaints received by the village relative to traffic and/or parking issues.

*Village Code – Title3 – Chapter 30–Article II*

### **Public Works and Environmental Concerns Committee**

Number of Members: 9; Length of Term: 2 Years; Meetings: 2<sup>nd</sup> Tuesday of Each Month at 7p.m. at Village Hall

#### ***Intent and Purpose***

- To consider and make recommendations to the Corporate Authorities regarding Public Works standards and ordinances, matters concerning health, and environmental quality concerns in the Village. Including:
  - *Public works ordinances and standards.* The Committee shall review standards for street lighting, drainage, sewers, streets, forestry, subdivisions, flood control, and water meters.
  - *User fees.* The Committee shall review the costs of the tree planting program, the sidewalk replacement program and any new fees relating to Public Works each year, or as requested.
  - *Infrastructure maintenance.* The Committee shall review and oversee matters relating to the maintenance of, and improvements to, infrastructure under the jurisdiction of the village.

- *Capital improvement plan/public works budget.* The Committee shall review the village's capital improvement plan and the Public Works Department's budget prior to the approval thereof by the corporate authorities.
- *Environmental concerns.* The Committee shall review, evaluate and make recommendations relative to health and environmental quality concerns in the village.
- *Solid waste stream.* The Committee shall review, evaluate and make recommendations regarding the management of all solid waste within the village, including, but not limited to, the disposal and/or recycling of said solid waste.
- *Resources.* The Committee shall review related resources, plans, grant applications and proposals and other materials pertaining to environmental issues.
- *Other matters.* The Committee shall consider other matters which are specifically referred to it by the corporate authorities.

*Village Code – Title 3 – Chapter 30–Article II*

### **Finance and Administration Committee**

Number of Members: 9; Length of Term: 2 Years; Meeting: 4<sup>th</sup> Monday of Each Month at 6 p.m. at Village Hall

#### ***Intent and Purpose***

- Shall review, evaluate, and make recommendations to the corporate authorities on matters pertaining to the financial operation and financial reporting of the village regarding the following:
  - *Expenditure reports.* The Committee shall review the semi-monthly expenditure reports prepared by the Village's Finance Department throughout the fiscal year.
  - *Monitoring of revenues.* The Committee shall compare actual revenues versus projected revenues as well as investigate alternative or additional sources of revenues.
  - *Review of the annual budget.* The Committee shall review the annual budget prior to its adoption by the corporate authorities.
  - *Audit procedures.* The Committee shall review the annual audit and accompanying management letter.
  - *Water and sewer service.* The Committee shall review the costs and amounts of money necessary to continue to supply water and sewer service as well as the water and sewer rates.
  - *Technology.* The Committee shall review and oversee the village's information technology infrastructure.
  - *Human resources.* The Committee shall review and oversee the village's human resources activities, including, but not limited to, compensation, benefits administration and collective bargaining.
  - *Other Matters.* The Committee shall consider matters which are specifically referred to it by the corporate authorities

*Village Code – Title 3 – Chapter 30–Article II*

### **Historic Preservation Commission**

Number of Members: 11; Length of Term: 4 Years; Meetings: 3<sup>rd</sup> Tuesday of January, April, July, and October at 7:30p.m. at Village Hall

#### ***Intent and Purpose***

- The Lombard Historic Preservation Commission shall have the authority to recommend the designation or rejection of sites having a special historical or community interest or value, thereby making the designation as a "landmark site" or "landmark district". These designations shall be made only with the written approval of the property owners;

however, written approval of the property owners shall not be required in the case of an "abandoned cemetery," as said term is defined in 65 ILCS 5/11-49-1(d), in the event that the owners of the abandoned cemetery are unknown, or no longer in existence.

- The Commission shall have the authority to conduct a survey of sites within the village which may be eligible for said designation and maintain a register thereof. This list may include single structures or sites, portions of structures, groups of structures, man-made or natural landscape elements, works of art, or integrated combinations thereof.
- The Commission shall have the authority to review all proposed alterations, regardless of whether or not they require a building permit. Alterations shall be defined as any work that results in changes in the exterior form, shape, or appearance of a building designated as a "landmark site" which thereby destroys its original architectural integrity. No alterations will be made and no building permit issued in regard to property classified as a "landmark site" to any applicant without a certificate of appropriateness from the Lombard Local Landmark Committee.

*Village Code – Title 3 – Chapter 32– Article VI*

### **Plan Commission**

Number of Members: 7; Length of Term: 4 Years; Meetings: 3<sup>rd</sup> Monday of Each Month in the Village Hall Board Room

#### ***Intent and Purpose***

- Review all applications for text or map amendment and all applications for conditional uses
- Hold hearings thereon review all applications for companion variations made as a part of a petition for map amendment, annexation, conditional use, or plat application.
- Hold hearings thereon, review all applications for site plan approval for planned developments.
- Hold hearings thereon, report findings to the Board of Trustees and to approve or disapprove such petitions.
- Coordinate the enforcement of this ordinance with the Official Comprehensive Plan and its amendments.
- To prepare and recommend to the Board of Trustees a comprehensive plan of present and future development or redevelopment of the village and contiguous unincorporated territory not more than one and one-half miles beyond the corporate limits, which plan shall be known, after its adoption by the Village Board, as the official plan of Lombard, or parts thereof. Such plan shall include reasonable requirements in reference among other items, to streets, alleys, public service facilities, parks, playgrounds, school grounds, and other public grounds, which shall be observed whenever such territories are subdivided or re-subdivided after the adoption of such plans
- To give aid to the officials of the village charged with the direction of projects for improvements embraced within the official plan, to further the making of such improvements, and generally to promote the realization of the official plan
- To prepare and recommend to the Board of Trustees from time to time, plans for specific improvements in pursuance of such official plan

*Village Code – Title 3 – Chapter 32–Article VIII*

### **Zoning Board of Appeals**

Number of Members: 7; Length of Term: 3 Years; Meetings: 4<sup>th</sup> Wednesday of Each Month in the Village Hall Board Room

#### ***Intent and Purpose***

- The Board shall hear and decide appeals from and review any order, requirement, decision, or determination made by an administrative official charged with enforcement of any zoning ordinance.
- To hear appeals from any order, requirement, decision, or determination made by the Director of Community Development and prepare a recommendation to the Board of Trustees, to hear petitions for variations and prepare recommendations to the Village Board of Trustees.

*Village Code – Title 3 – Chapter 32–Article IX*

# VILLAGE OF LOMBARD

## SCHEDULE OF OFFICIAL MEETINGS OF BOARDS, COMMITTEES, AND COMMISSIONS

<u>Board of Building Appeals</u>	Feb. 6 <sup>th</sup> , May 1 <sup>st</sup> , Aug. 7 <sup>th</sup> , Nov. 6 <sup>th</sup> at 6 p.m.	Village Hall	<u>Board of Fire and Police Commissioners</u>	4 <sup>th</sup> Friday at 8:00 a.m.	Village Hall	<u>Firefighters Pension Fund Board of Trustees</u>	Jan. 23 <sup>rd</sup> , April 17 <sup>th</sup> , July 17 <sup>th</sup> , Oct. 16 <sup>th</sup> at 8:30 a.m.	Village Hall	<u>Historic Preservation Commission</u>	3 <sup>rd</sup> Tuesday of Jan., April, July, & Oct. at 7:30 p.m.	Village Hall	<u>Plan Commission</u>	3 <sup>rd</sup> Monday at 7:00 p.m.	Jan. 14 <sup>th</sup> , April 8 <sup>th</sup> , July 15 <sup>th</sup> , Oct. 21 <sup>st</sup> at 1:30 p.m.	<u>Police Pension Fund Board of Trustees</u>	<u>Village Board of Trustees</u>	1 <sup>st</sup> & 3 <sup>rd</sup> Thursday at 7:00 p.m.
<u>Zoning Board of Appeals</u>	4 <sup>th</sup> Wednesday at 7:00 p.m.	Village Hall	<u>Community Promotion &amp; Tourism Committee</u>	1 <sup>st</sup> Tuesday at 7:00 p.m.	Village Hall	<u>Community Relations Committee</u>	2 <sup>nd</sup> Monday at 7:00 p.m.	Village Hall	<u>Economic/Community Development Committee</u>	2 <sup>nd</sup> Monday at 7:00 p.m.	Village Hall	<u>Finance &amp; Administration Committee</u>	4 <sup>th</sup> Monday at 6:00 p.m.	1 <sup>st</sup> Wednesday at 7:00 p.m.	<u>Public Safety and Transportation Committee</u>	<u>Public Works and Environmental Concerns Committee</u>	2 <sup>nd</sup> Tuesday at 7:00 p.m.

The following boards, commissions, and committees meet at an "as called" basis: Board of Local Improvements and the Liquor Commission

# 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.
- All new board, committee, and commission members must pass the online OMA training module available at the Illinois Attorney General's website.
  - <http://foia.ilattorneygeneral.net/electronicfoiatraining.aspx>

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

<b>Commission</b>	<b>Number of Voting Members*</b>	<b>Quorum</b>	<b>**Quorum Majority</b>
<b>Board of Building Appeals</b>	<b>5</b>	<b>3</b>	<b>2</b>
<b>Committee of Community Promotion/Tourism</b>	<b>9</b>	<b>5</b>	<b>3</b>
<b>Committee of Community Relations</b>	<b>9</b>	<b>5</b>	<b>3</b>
<b>Committee of Economic and Community Development</b>	<b>9</b>	<b>5</b>	<b>3</b>
<b>Committee of Finance and Administration</b>	<b>9</b>	<b>5</b>	<b>3</b>
<b>Firefighters Pension Fund Board of Trustees</b>	<b>5</b>	<b>3</b>	<b>2</b>
<b>Board of Fire and Police Commissioners</b>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Historic Preservation Commission</b>	<b>11</b>	<b>6</b>	<b>4</b>
<b>Liquor Commission</b>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Board of Local Improvements</b>	<b>5</b>	<b>3</b>	<b>2</b>
<b>Plan Commission</b>	<b>7</b>	<b>4</b>	<b>3</b>
<b>Police Pension Fund Board of Trustees</b>	<b>5</b>	<b>3</b>	<b>2</b>
<b>Public Safety and Transportation</b>	<b>9</b>	<b>5</b>	<b>3</b>
<b>Public Works and Environmental</b>	<b>9</b>	<b>5</b>	<b>3</b>
<b>Village Board of Trustees</b>	<b>7</b>	<b>4</b>	<b>3</b>
<b>Zoning Board of Appeals</b>	<b>7</b>	<b>4</b>	<b>3</b>
<b><i>*Number of members does not include student, ex-officio, non-voting, and advisory members towards overall quorum.</i></b>			
<b><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.</i></b>			

## LOMBARD ETHICAL STANDARDS

The Village of Lombard, 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. Additionally, board, committee, and commission members should review and understand the Village's Social Media Policy which is attached in Appendix (A). As a general matter, board, committee, and commission members should be aware of the following:

- A. Village employees, as well as, elected and appointed officials are entrusted with the responsibility to represent and serve all citizens, businesses, and civic groups of the Village in preference to any individual or group.
- B. 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.
- C. 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, employees, as well as elected and appointed officials 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.
- D. Applicable provisions of State law govern areas such as interests in contracts, real estate and purchases. These provisions are too lengthy for inclusion here. It is the expectation of the Village that its officials, employees, and board, committee, and commission members 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](http://www.ilga.gov), click on Illinois Compiled Statutes, then Chapter 5 General Provisions and scroll down to Governmental Ethics.*

## LOMBARD 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 Lombard," the sole purpose of which is to serve and protect the common well-being and good of the people of Lombard. Accordingly, it is imperative that decisions of the Village and its policies be made in the proper channels of the Village; 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; that no board, committee, or commission member shall use the power or prestige of his/her office for his/her 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



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, Plan Commission, Board of Local Improvements, Economic and Community Development Committee, Board of Building Appeals, Police Pension Board, Fire Pension Board, and Zoning Board of Appeals. 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**

An employee 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. Moreover, if the appointed official or volunteer citizen member is part of a board, committee, or commission with final approval authority on an action, that board, committee, or commission shall, in lieu of final approval, provide a recommendation to the Village Board for the request, which will consider the request at the next available Board agenda under “Items for Separate Action”.

**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.

## **BOARD, COMMITTEE, AND COMMISSION ROLES**

Boards, committees, 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 COMMISSIONERS/VOTING MEMBERS**

The commissioner's/voting member's main responsibilities are to come prepared for meetings and make contributions towards board, committee, and commission efforts. Commissioner/voting member suggestions on new initiatives are encouraged, and commissioners/voting members should be willing to perform associated legwork where appropriate. An effective commissioner/voting member should endeavor to attend all board, committee, 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/voting member attendance is critical because it ensures that good discussions, decisions and recommendations occur at the commission level. The commissioner/voting member should read all agenda packet materials prior to the meeting and be prepared to participate in board, committee, and commission discussions. Commissioners/voting members of boards, committees, and commissions shall serve in such capacity for two year terms, beginning on the 22nd day in May in each odd numbered year. The Chairperson, the Alternate-Chairperson in the absence of the Chairperson, or the Temporary Chairperson, if a Trustee, in the absence of the Chairperson and Alternate-Chairperson shall only vote in instances where the vote of the voting members of the Standing Advisory Committee has resulted in a tie. Voting members of the Standing Advisory Committees shall only serve one Standing Advisory Committee at a time. The following are conduct guidelines for all board, committee, and commission voting members and commissioners:

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**

Each Standing Advisory Committee shall be composed of one Trustee who shall act as Chairperson and one Trustee who shall act as Alternate-Chairperson for a period recommended,

not exceeding two years, on such Standing Advisory Committee. The Chairperson shall determine the procedures to be followed by the Standing Advisory Committee and the manner of chairing the Standing Advisory Committee meetings. During the month of May in odd numbered years, the Chairpersons and Alternate-Chairpersons of each Standing Advisory Committee shall be reviewed and reassessed by the Village President with the advice and consent of the Board of Trustees. In the event a vacancy occurs or a need for broader experience is needed, the Village President shall have the authority to reassign Standing Advisory Committee Chairpersons and Alternate-Chairpersons with the advice and consent of the Board of Trustees. It is the intent of the Village Board to rotate the Chairpersonships and Alternate-Chairpersonships among all the Trustees for broader experience, but yet maintain continuity and experience in areas in which great expertise has been shown.

#### **ROLE OF STUDENT COMMISSIONER**

Each Standing Advisory Committee may, in addition to the Chairperson, Alternate-Chairperson and eight voting members, have a student member. Any such student member shall be a resident of the village who is enrolled in high school. Said student member shall be allowed to participate in the discussions at the Standing Advisory Committee meeting, but shall have no voting authority. Said student member shall be appointed to the Standing Advisory Committee in the same manner as the voting members of the Standing Advisory Committee, but shall only serve on the Standing Advisory Committee for a one year term. Said term may be renewed in the same manner as the voting members of the Standing Advisory Committee for additional one year periods. However, the student membership shall automatically end upon high school graduation.

#### **ROLE OF STAFF LIAISON**

The staff liaison's main role is to serve as facilitator as staff liaisons are non-voting members. 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 the board, committee, and 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.

## **APPENDIX A:**

### **LOMBARD SOCIAL MEDIA POLICY**

#### **I) PURPOSE AND INTRODUCTION**

The Village recognizes the role that social media plays in the personal lives of Village employees, elected and appointed officials, and board, commission, and committee members. However, personal use of social media can have an impact on Village operations and personnel in an official capacity. This policy provides precautionary guidance on the use of social media, as well as prohibitions on individual use of the Village's social media sites.

In the rapidly expanding world of electronic communications, *social media* can mean many things. For purposes of this Policy, *social media* includes all means of communicating or posting information or content of any sort on the Internet, including to one's own or someone else's blog, journal or diary, personal web site, social networking or affinity website or application, web bulletin board or chat room, whether or not associated or affiliated with the Village.

#### **II) USE OF SOCIAL MEDIA FOR OFFICIAL VILLAGE BUSINESS**

Only persons designated by the Village Manager shall publish official Village related content on Village social media sites. Village employees, elected and appointed officials and committee members shall not publish official content relating to Village business or Village-related matters to Village social media accounts, unless they have been authorized to do so by the Village Manager.

#### **III) PERSONAL USE OF SOCIAL MEDIA**

Village employees, elected and appointed officials and committee members who choose to maintain or participate in social media for personal use shall conduct themselves with professionalism and in such a manner that will not negatively reflect on the Village or its mission. In most cases, social media posts will be seen by a public audience, and deleting posts is not a reliable way to remove them from the public domain. It should be assumed that the public is reading your words, viewing your photographs, no matter how secure or obscure the site to which a posting is made may seem. Keep in mind that anyone can take a screenshot of online activities and distribute them beyond their intended audience.

Posting on social media may bring the public spotlight to a post. Make sure that you are expressing views that you would feel comfortable discussing or defending publicly.

Village employees, elected and appointed officials, and board, committee, commission members are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships within the Village; impede

the performance of their Village related duties; or negatively affect the public's perception of the Village. To that end, the following guidelines should be followed when using social media for personal purposes:

- A) Personal use of social media must not be attributable to the Village or the individual's affiliation with the Village. While individual use and comments on social media sites are subject to First Amendment protections, as well as permissible restriction, any personal use made of social media sites outside of work must not be attributable to the Village or the individual's function at or in relation to the Village.
  - a. Do not use a Village e-mail address to register for social media or other sites unless the purpose is directly related to your job and you have been authorized to do so by the Village Manager;
  - b. Do not display the Village seal or other official logos, emblems or patches on personal social media accounts;
  - c. Do not discuss any Village related information or business that is not considered public information. The discussion of sensitive, proprietary or confidential Village business is strictly prohibited. If there are questions about what is considered confidential, Village employees, elected and appointed officials, and board, committee, and commission members should consult with the Village Manager;
  - d. Do not state or imply that you speak for the Village, for a Village department or Village officials.
- B) Profile Professionalism. If you are identified as an employee, agent, board, committee, or commission member or an appointed or elected official of the Village in your social media profile, or you have a public facing position for which your Village association is known to the public, ensure your profile and related content (even if it is of a personal and not an official nature) are consistent with how you wish to present yourself as a Village professional and appropriate based upon the public trust associated with your position. Individuals should have no expectation of privacy when using social media.
- C) Use a disclaimer. Where you publish to a blog or some other form of social media, make it clear that your views and opinions are your own and not necessarily the views and opinions of the Village. Unless you are specifically authorized by the Village Manager to speak on behalf of the Village, consider the following disclaimer on blogs or social media where you identify yourself as a Village employee: "The postings on this site are my own and do not necessarily represent the positions, strategies, or opinions of the Village of Lombard."
- D) Village employees, appointed officials and board, committee, and commission members shall use caution when engaging in online debate or dialogue on social media regarding specific Village projects, policies or plans. While Village employees, appointed officials and board, committee, and commission members have the right to discuss and comment

on matters of public concern as private citizens, individuals or organizations should be directed to Village resources and encouraged to contact Village personnel via phone or e-mail to discuss specific Village projects, policies or plans.

- E) **Personal Conduct.** Do not engage in vulgar or abusive language, personal attacks of any kind, or offensive terms targeting individuals or groups. Although not an exclusive list, some specific examples of social media conduct to avoid include posting commentary, content, or images that are defamatory, proprietary, harassing, libelous, or that can create a hostile work environment.
- F) **Political Use.** Elected officials who use the same social media for communicating with constituents as they do for campaigning risk violating the law prohibiting use of government resources for political purposes. Elected officials who use social media for campaigning shall establish separate non-Village social media for that purpose and shall not access social media used for political purposes by using government technology.
- G) **Using Social Media At Work.** Village employees may, on occasion, utilize social media and the web for personal matters in the workplace. Employees may engage in incidental personal use of social media in the workplace so long as such use does not consume significant time or resources, interfere with operations and productivity, or violate Village policies.