

DuPage Township Standing Committee Ordinance

ORDINANCE # 18-05

AN ORDINANCE OF THE TOWNSHIP OF DUPAGE TOWNSHIP, WILL COUNTY, Illinois Establishing Committees, appointing Committee Chairpersons, Committee Members and Liaison Representatives.

WHEREAS, in order to assist in the orderly and efficient conduct of Township business, the DuPage Township Board of Trustees have determined that it is in the best interest of the Township and its residents to provide for the establishment of several committees and appointed liaison representatives of the Township; and

WHEREAS, after due deliberations, the board members have determined that areas appropriate for the establishment of committees include Senior Citizen, and Youth Services ; and

NOW THEREFORE, BE IT ORDAINED BY WILLIAM M. MAYER, SUPERVISOR, AND THE DUPAGE TOWNSHIP BOARD OF TRUSTEES:

SECTION 1: Recitals – The foregoing recitals are hereby incorporated into this Ordinance as it fully set forth herein.

SECTION 2: Establishment of Committees – The established standing committees of DuPage Township are: (1) Senior Citizen and (2) Youth Services.

SECTION 3: Selection of Committee Liaison – The DuPage Township Supervisor, with the advice and consent of the Township Board of Trustees, shall nominate a Liaison of the aforementioned committees, who shall be a member of the Township Board of Trustees (including its Supervisor) or the Township Clerk, or the Township Assessor. The liaison so appointed shall serve as a member of the Committee.

The Committee Liaison shall facilitate the sharing of information, goodwill, resources, community projects and events between DuPage Township and various community organizations. The Representative position herein created shall have the duty to explore activities in the respective areas of interest; to promote the best interests of the Township, to recommend actions for Committee consideration and to report to and from the Township Board of Trustees concerning committee actions and recommendations. The Liaison shall report to the Township Board at its monthly meetings.

SECTION 4: Duties of the Liaison – The Liaison is responsible for creating the agenda, and submitting said agenda to the Township Clerk and Township Staff at least 72 hours prior to the meeting Date and Time to allow for the required 48 hour notice of meetings set forth by the Open Meetings Act of The State of Illinois 60 ILCS 1/80-10(b). The Liaison is responsible for setting an annual schedule of meetings at the beginning of the fiscal year, listing the dates and

times and places of committee meetings as required by the Open Meetings Act 5 ILCS 120/2.02(a). The Liaison is responsible for notifying committee members of legal requirements including, but not necessarily limited to those outlined in Section 6 of this ordinance. The Liaison shall provide a copy of minutes of committee meetings to the Township Clerk within 72 hours of their approval, for posting in compliance with the Illinois Open Meetings Act.

SECTION 5: Recruitment of Committee Members - The DuPage Township Board encourages diverse applicants for appointment to committees. Committee liaisons shall take an active role in seeking members. Residents of DuPage Township who are interested in appointment to any of the aforementioned standing committees must complete a Committee Appointment Request Form, and submit the completed form to the DuPage Township Supervisor.

SECTION 6: Committee Membership- The Senior Citizen committees shall consist of not more than nine (9) committee members, one-third over age fifty-five (55) years of age. The Youth Services Committee shall be comprised of not less than five (5) members.

Committee members shall be residents of DuPage Township nominated for their interest, fitness and aptitude for working within and promoting the purposes of the committee to which they seek appointment. The Committee members shall be chosen by the Township Supervisor with the advice and consent of the Township Board of Trustees.

The Township Supervisor shall serve as an ex-officio member of all standing committees as he/she may deem necessary and appropriate. The Township Board, with the advice and consent of the Committee Liaison, may appoint additional non-voting members to the standing committee that are not members of the committee, nor residents of the Township, to serve as non-voting advisors.

Initial Committee member appointments shall be made no later than 60 days after the appointment of the Committee Liaison, and no earlier than 30 days after the appointment of the Committee Liaison. Any committee member absent for more than two consecutive committee meetings without informing its Chairperson of the reasons for non-attendance therefore may be subject to removal therefrom by action of the Township Board. Any vacancy on any committee shall be filled by appointment of the Township Supervisor with the advice and consent of the Township Board of Trustees. All persons appointed to committees shall be subject to and in compliance with the Open Meetings Act, Freedom of Information Act, Gift Ban Act, Ethics Law, and any other State and Federal Laws and mandates that apply. This may include, but is not limited to Open Meetings Act Training and Disclosure of Economic Interests. Failure by any committee member to complete any required training or disclosures may result in removal therefrom by action of the Township Supervisor with the advice and consent of the Township Board.

SECTION 7: Committee Procedure and Meeting- Upon their initial appointment and thereafter at such times as may be necessary, the members of the standing committees here created shall meet, organize, and adopt such rules and regulations as may be necessary for the conduct of their

business, all in compliance with the ordinances of the Township and the Laws of the State of Illinois.

SECTION 8: Duties of Committees- The standing committees herein created shall have the duty and responsibility to investigate concerns arising in their respective areas of interest; to promote the best interests of the youth and senior citizens of DuPage Township, and to recommend policies, procedures, and actions for consideration by the Township Board of Trustees. All actions of any committee established by this ordinance shall be advisory in nature. No expenditures or binding agreements may be authorized by the Committee or its members.

SECTION 9: Terms. All committee members of the standing committee serve at the pleasure of the Township Board of Trustees. The initial committee members shall serve the following terms: one-third of members for one year, one-third of members for two years, and one-third of members for three years. Thereafter, all Committee members shall serve three (3) year terms.

SECTION 10: Severability- The various portions of this ordinance are hereby expressly declared to be severable, and the invalidity of any such portion of this Ordinance shall not affect the validity of any other portions of this ordinance, which shall be enforced to the fullest extent possible.

SECTION 11: All ordinances, portions of ordinances, and policies previously passed or adopted by DuPage Township that conflict with or are inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 12: Effective Date- This ordinance shall be in full force and effect from and after its passage and approved by The DuPage Township Board.

PASSED THIS 25th day of September, 2018.

Ayes: 5

Nays: 0

APPROVED:


Supervisor, William M. Mayer


Clerk, Patricia Mayoral Stach

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