

EVANSTON ILLINOIS

Boards, Commissions, and Committees

New Member Orientation

Updated Nov. 02, 2016

WELCOME

- **All newly appointed BCC members are invited to attend orientation, to include:**
 - Government Overview
 - Guiding Principle for Governance
 - Roles & Responsibilities
- **City of Evanston staff liaisons have received training**

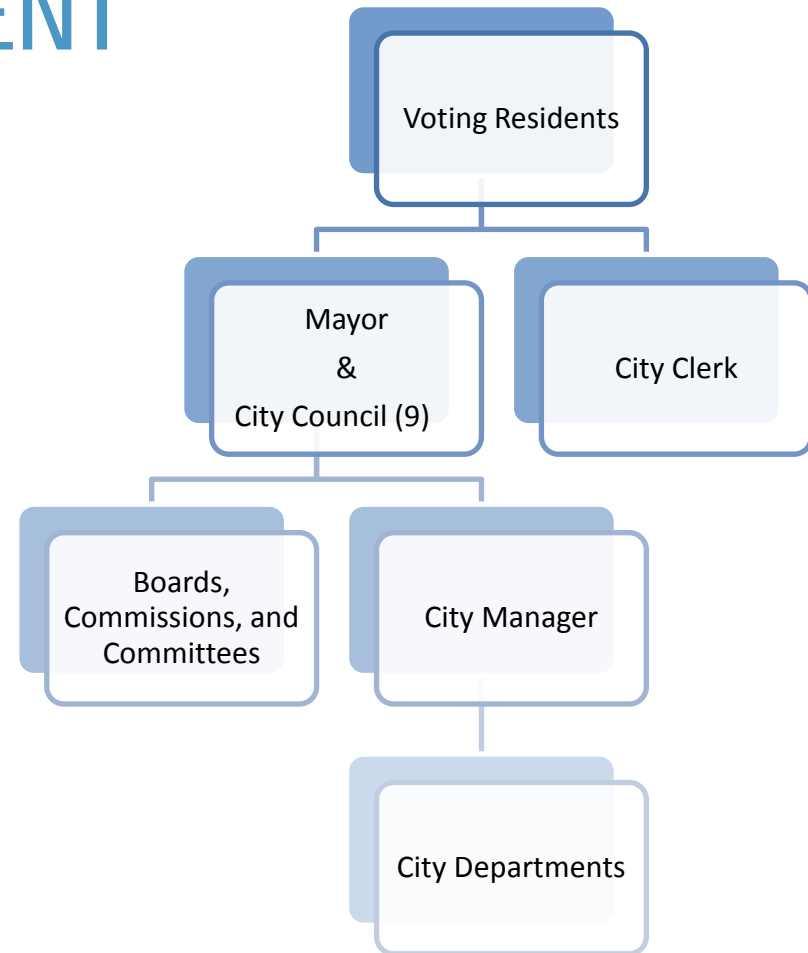
GOVERNMENT OVERVIEW

HOME RULE AUTHORITY

- Evanston is a “home rule” unit of government, pursuant to Article VII of the 1970 Constitution of the State of Illinois.
- Home rule authority allows local governments to solve matters at the local level, and are free to innovate and address problems in the way that best suits local needs.

COUNCIL/MANAGER FORM OF GOVERNMENT

- Council/Manager form of government attempts to balance a representative government, by way of popularly elected officials.
- The City Manager and staff direct the administration and execution of the policies and goals formulated by the City Council in a non-partisan manner.



THE CITY MANAGER

The City Council appoints a City Manager to execute its policies and objectives. Responsibilities of the City Manager are:

- administer and enforce laws and ordinances;
- advise City Council on present and future financial, personnel, and program needs;
- supervise City department heads;
- establish procedures which will assist the City in serving its citizens;
- prepare the annual budget.

THE CITY CLERK

The City Clerk is the only full-time elected official, to a 4 year term.

Responsibilities of the City Clerk are:

- attend all City Council meetings, as secretary, and produces the official minutes;
- process and keep all ordinances, resolutions, and BCC minutes in municipal library;
- custodian of City Code, public records, and City seal and Township;
- provide election services for the convenience to voting;
- issue notices of regular and special meetings.

THE MAYOR

Elected by voters as the official head of the courts for the purpose of serving civil process and by the Governor for all legal purposes.

Responsibilities of the City Council are:

- Make appointments to City BCC's, with the approval of City Council;
- Preside at all City Council meetings, casting a vote in the case of a tie vote, or when a greater-than-majority is required;
- Can veto any ordinance or resolution passed by City Council;
- May give the Council information relative to the affairs of the City;
- May examine and inspect the books, records, and papers of any agent, employee or officer of the City;
- Is an ex officio member of all City Council committees;

THE CITY COUNCIL

Nine elected alderman sit on the City Council, one from each ward. Responsibilities of the City Council are:

- Adopt legislation;
- Set policy;
- Approval the annual budget;
- Give advice and consent to mayoral BCC appointments;
- Serve on at least one standing committee.

STANDING COMMITTEES

Committees composed entirely of Alderman:

- Administration and Public Works (APW)
- Planning and Development (P&D)
- Human Services
- Rules

SPECIAL COMMITTEES

Appointed to consider and complete particular problems within a reported time frame:

- Special Committees of the Alderman
- Special Committees of Alderman and Citizens
- Special Committees appointed by the Mayor

CITY COUNCIL MEETINGS

Meetings of the City Council where policies and ordinances are formed to guide the administration and development of the City, maintain communication with their constituents, and respond on municipal matters to the people of their wards.

GUIDING PRINCIPLE TO GOVERNANCE

EVANSTON'S CODE OF ETHICS

Main topics of concern...

- Impartiality
- Unauthorized use of public property
- Conflict of interest

DOCUMENTS TO FILE ANNUALLY

- **Financial Disclosure**

All members of BCC's are required to file, annually, to identify and forestall potential conflicts of interest, not to disclose the value of assets.

- **Statement of Economic Interests**

This form will be filed with the Secretary of State.

TRANSPARENCY

The City strives to promote transparency in all operations, by providing as much data through our website. All BCC's are to:

- Adhere to the Open Meeting Act;
- Adhere to State of Illinois' Freedom of Information Act (FOIA) by disclosing "public records";
- Ensure a concise record of what occurred and not verbatim minutes;
- Disclose potential conflicts or matters under consideration.

Good governance requires a high degree of transparency and accountability in all public operations and processes.

OPEN MEETINGS ACT

- Requires all meetings of public bodies , including all BCC meetings, be open to the public (*Act allows certain exceptions*);
- Prohibits a “majority of a quorum” from “gathering” to discuss public business, unless they do so in the conformance with the Act;
- Requirements must be satisfied to hold a public meeting:
 - Notice
 - Agenda
 - Public Place
 - Minutes

OPEN MEETINGS ACT: NOTICE

Must...

- be posted at least 48 hours at the Lorraine H. Morton Civic Center;
- be sent to all registered news media and provided at the beginning of the year;
- state the name of the BCC that is meeting;
- state the place and time;
- state the purpose of the meeting, generally by incorporating matters that will be on agenda;
- comply with ADA laws, by providing information of how a person can contact the City to make arrangements for accommodations.

OPEN MEETINGS ACT: PUBLIC PLACE

- Meetings need to be held in a public place, where the public can conveniently attend;
- Must be accessible to persons with disabilities;
- Person organizing meeting should make finding the room easy for the public;
- No one should ever be turned away from or told to leave a public meeting, except under the most extraordinary circumstances.

OPEN MEETINGS ACT: MINUTES

Must...

- be kept for all meetings, whether open or closed;
- include date, time, and place of meeting;
- record members as present or absent
- summarize discussion on all matters proposed, deliberated or decided, and a record of any votes taken
- Be available for public inspection 7 days after approval.

OPEN MEETINGS ACT: AGENDA

- must be posted at least 48 hours (usually included in notice);
- Generally limit business to items on agenda;
- State the name of the BCC that is meeting;
- Items not appearing on the agenda may be discussed (e.g. new business), with very limited exceptions, actions cannot be taken on matters not appearing on the published agenda.

OPEN MEETINGS ACT: EMAIL

- The Act was amended to state that “contemporaneous interactive communication” by electronic means (including but not limited to email, instant messaging, or chat rooms) constitutes a “gathering” for purposes of the Act.
- With regard to Freedom of Information Act, in the event of litigation or governmental inquiry, email in question may be discoverable, along with the computer hardware on which the email is or was at one time stored.

OPEN MEETINGS ACT: EMAIL

Email may be used for routine communications between members of BCC's and staff, provided it does not contain discuss of public business.

You may use email to:

- Request for available dates and times for meetings;
- Meeting reminders;
- Send agenda materials in advance of meeting;
- Send other documents for personal review or editing;
- Dissemination information;
- Communication with City Staff (unless staff is member of BCC concerned);
- Send messages not involving deliberations, debate, or discussion of public business relating to the BCC.

COMMUNICATIONS

- Staff liaisons will provide members with contact information for all members of the BCC they serve.
- Staff liaisons will provide rules and procedures used to add discussion items to meeting agendas.
- Review specific BCC rules or by-laws that address communications that take place between meetings.
- Questions about which conversations and communications might violate the Open meetings Act should be directed to City's Law Department.

CONFIDENTIALITY

If BCC members are approached by the media to discuss confidential information, BCC members should decline to comment and should refer the reporter to City staff.

ROLES AND RESPONSIBILITIES

BCC RESPONSIBILITIES

Each BCC holds one of the following types of responsibility:

- **Administrative** – Develop and administer their own programs and budgets (which are paid for through City's tax levy and must be approved by Council);
- **Advisory** – Study issues assigned by the Council, then recommend a courses of action;
- **Quasi-judicial** – Hear evidence on matters and present their findings and recommendations to Council for approval.

Each BCC focuses on a specific area of interest.

BCC ACCOUNTABILITY

Most BCC's report to one of the 4 standing committees of the City Council, a few report to the Council as a whole.

The following all have primary roles on BCC's:

- Regular BCC Members
- BCC Chairperson
- Staff Liaisons and Administrative staff

BCC MEMBERS

- Learn What Your Responsibilities Are.
- Attend Meetings.
- Prepare for Each Meeting.
- Participate Actively.
- Observe Meeting Decorum.

BCC CHAIR

- Create Meeting Agendas.
- Develop Appropriate Meeting Packets.
- Conduct Meetings Efficiently, Following Parliamentary Procedure.
- Conduct Meetings Professionally.
- Guide Interactions with the Public.
- Devote Time to Members' Development.
- Establish Committees.
- Be Considerate of the Public in Attendance.
- Moderate Discussions Even-Handedly, and Deal with Conflicts Gracefully.
- Support the Work and Efforts of City Staff and City Council
- Facilitate the BCC's 2-year Work Plan

BCC STAFF LIAISON

City staffs responsibility is to provide certain administrative support such as completion of minutes and communication requests.

- Prepare Agendas, Notices, Packets.
- Record and Post Minutes.
- Communicate with BCC Chair regarding City Manager's and City Council's direction and requests, as well as policies and procedures.
- Complete Post-Meeting Tasks.
- Help New BCC Members Become Established.
- Monitor and Report on BCC Membership and Participation.
- Assist in the Process of Selecting a Chair and Vice Chair.
- Facilitate the BCC 2-year Work Plan.

BCC's should recognize that they may request staff support, but may not delegate the responsibilities to staff that extend beyond their standard administrative roles in supporting the BCC.

RULES OF PROCEDURE

- City Code and State law
- Roberts Rules of Order
- Special rules of procedures adopted by the BCC, as authorized by the City Council by Ordinances or Resolution.

QUORUM

- A majority of a public body constitutes a quorum to do business.
- Without a quorum, the only proper motion is to adjourn.

Number of Members	Majority of Quorum
3	2
5*	3*
7	3
9	3
11	4

**Public Act 95-0245 has set the majority of a quorum for a five-member board at three members and creates other special rules for a five-member board*

ORDER OF BUSINESS

- Call to Order/Declaration of Quorum
- Approval of Meeting Minutes
- Committee Reports
- Staff Reports
- Unfinished Business
- New Business
- Communications
- Adjournment

MOTIONS & VOTING

- A member makes a motion which will bring the matter before the BCC;
- Debate only occurs after a motion is made and seconded;
- A motion must be seconded.
- The floor is then open for comments by the public and debate by the members

MOTIONS & VOTING

- The chairperson recognizes person prior to speaking, and typically entertains comments from the public prior to debate by the members.
- City Staff member with knowledge of the subject matter may be asked for an opinion or to provide further information.
- After discussion and debate is concluded, the chairperson may make final comments and then call for a vote.

MOTION & VOTING

- Motions should almost always be stated in the affirmative (e.g. "I move...") Note – the mover or second, of course, does not have to move in favor of the position.
- For votes to pass, the motion should be stated affirmatively and then the number of votes in favor of the proposition determines whether the proposition passes or fails.
- All comments and debates are to be addressed to the chair of the meeting, per Roberts Rules of Order.
- A member wishing to be heard should first be recognized by the chairperson, and the member addresses his or her comments to the chairperson.
- A member may be disqualified from voting due to a conflict of interest, which as a matter of law, precludes the member from being able to act on a matter of public business due to divided loyalties between the City and another person or entity.

QUESTIONS AND CONCERNS

Members or staff that have questions concerning particular situations should contact the City Manager's Office or the Corporation Counsel for further assistance.