Item #2:
Resolution Approving Handbook For Village Officials

VILLAGE OF LONG GROVE

RESOLUTION NO. 2016-R-__

A RESOLUTION APPROVING A HANDBOOK FOR
ELECTED VILLAGE OFFICIALS

WHEREAS, the Village of Long Grove ("***Village***") values and appreciates the public service and civic contributions of the Village's current and former elected and appointed officials; and

WHEREAS, to facilitate the transition to an elected Village position and to identify duties and responsibilities, as well as Village of Long Grove Board of Trustees policies, a Village of Long Grove Trustees Handbook was created; and

WHEREAS, the President and Board of Trustees have determined that it is in the best interests of the Village and its residents to adopt a Village of Long Grove Trustees Handbook, dated May 5, 2016, as set forth in Exhibit A attached hereto and made a part hereof;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LONG GROVE, COUNTY OF LAKE, STATE OF ILLINOIS, as follows:

SECTION ONE: **Recitals.** The foregoing recitals are hereby incorporated into and made a part of this Resolution as if fully set forth.

SECTION TWO: **Adoption of Handbook.** The Village President and Board of Trustees hereby adopt a Village of Long Grove Trustees Handbook, dated May 24, 2016, as set forth in Exhibit A attached hereto and made a part hereof.

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SECTION THREE: Effective Date. The Resolution shall be in full force and effect upon its passage and approval in the manner provided by law.

PASSED this 24th day of May, 2016.

AYES:

NAYS:

ABSENT:

PASSED this 24th day of May, 2016.

_____

Angela Underwood, Village President

ATTEST:

_____

Heidi Locker-Scheer, Village Clerk

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EXHIBIT A

Village of Long Grove Trustees Handbook

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Village of Long Grove

Village Board of Trustees Handbook

May 24, 2016

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The mission of the Village of Long Grove is to provide quality services, programs, and facilities in the most cost effective and efficient manner to all citizens of the community, to preserve Village history and tradition, and to facilitate a partnership with all members of the community to improve Long Grove making it a better place to live and work.

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INTRODUCTION

Congratulations on becoming a member of the Village of Long Grove Board of Trustees. This booklet has been prepared in order to assist you in performing your duties as an elected representative of the citizens of Long Grove. Its purpose is to assist Village elected officials in understanding their roles, duties and responsibilities, outlining the standards of conduct and rules of operation to ensure the continuation of cooperative progressive Village Boards that have the respect and backing of the community. As a Village Trustee you are expected to:

- represent all citizens honestly and equally by avoiding any conflict of interest or any appearance of impropriety which could result from your position, nor using your office for personal gain or publicity;

- recognize that a Village Trustee has no legal authority as an individual and that decisions can be made only by a majority vote in an open meeting;

- abide by the majority decision of the Village Board even if you personally disagree with the decision, and take no public or private actions that might compromise the Village Board or Village Administration.

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DUTIES AND RESPONSIBILITIES

As an elected member of the Village Board, you will have duties and responsibilities to the Village, other Village Board members and to the public. Those duties are outlined in the Village of Long Grove's resolutions, ordinances, and codes and applicable Illinois state law, which include the following:

- regularly attend all meetings of the Village Board and any other committee on which you serve;
- come prepared to contribute to the discussions of issues and business to be addressed at scheduled meetings, having read the agenda and all background material;
- endeavor to represent the Village in a positive and supportive manner;
- refrain from interferring in administrative issues which are the responsibility of the Village management staff, except to monitor results and ensure that Village Board policy is being carried out as directed;
- make recommendations on improvements in another Board members area of responsibility and/or Village Management staff to the President and, or the responsible Trustee and/or Village Management staff, before being discussed in open session.
- be involved in and knowledgeable about issues affecting the Village;
- recognize conflicts of interest with your personal and professional life. If such conflict does arise, consult with the Village Manager and/or Village Attorney to evaluate whether to declare that conflict before the Village Board and refrain from voting on any such matters;
- display courteous conduct in all Village Board and committee meetings;
- make every effort to learn the responsibilities of being a Village Board member and seek methods of becoming a better member of the Village team.

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Village Government

President: The Village of Long Grove is a non-home rule municipality governed by a Village President and a Board of six trustees (the "Village Board"). The President of the Board of Trustees is elected at-large for a four year term, serves as the chief elected official of the Village and presides at all Board of Trustees meetings and ceremonial occasions. While not required to vote at Board meetings except to break a tie or to make a quorum, the President may veto any measure, but the veto can be overridden by a two-thirds vote of the Trustees. With the approval of the Board, the President appoints non-elected Village officials.

Trustees: The six Trustees of the Village Board are elected at-large to serve for four-year overlapping terms and may be elected for an indefinite number of terms. The Board formulates policy, usually in the form of resolutions and ordinances, and is directly responsible to the citizens of Long Grove.

Clerk: The Village Clerk is the recording officer of the Village elected at-large for a four-year term. The Clerk is responsible for attending all meetings of the Board of Trustees, assisting Village staff, and keeping records of the proceedings. The Clerk also works with County officials in conducting Village elections.

Commissioners: Trustees can be are assigned by the President an area of responsibility, which may change from time-to-time,

Advisory Boards/Commissions: The President and Village Board are assisted by several appointed advisory commissions and boards, which from time to time may be created and disbanded. Presently, there are three standing advisory bodies. They are the Architectural Commission ("AC"), the Conservancy Scenic Corridor Committee (CSCC) and the Plan Commission/Zoning Board of Appeals ("PCZBA"), a combined body. With the exception of the AC, these boards and commissions serve in strictly in an advisory capacity to the Village Board. Unless a Village Board member triggers an appeal of an AC ruling, the AC is the final authority on the appearance review of new or altered structures within the Village. The Village President, with the advice and consent of the Board of Trustees, appoints members to the various Boards and Commissions.

Village Manager: The Village Manager is appointed by the President subject to the approval of the Board of Trustees and may be removed by a majority vote of the Board. The Village Manager is the chief administrative officer of the Village. Although authority for the appointment of Village Administrative staff is reserved for the President and Board of Trustees, the Manager recommends persons for appointment to such positions. The Manager is responsible for the direction and supervision of the day-to-day affairs, activities and services of the Village. Policy and policy-related matters before the Village are dealt with by the President and Village Board who look to the Manager for recommendations and suggested alternatives in such matters. While Village Board members may contact individuals on minor requests for information, it is suggested that general inquiries regarding information, complaints, suggestions, etc. be initially

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directed to the Manager. Village Board members are reminded to be aware of the time demands placed on the Manager.

Budget: The Village's fiscal year runs from May 1 through April 30. Each February, the Village Staff presents to the Village Board a draft budget for consideration. The President and Village Board generally hold a series of discussions and formally adopt the annual budget in April of each year. The Village utilizes a five-year financial plan, which includes both operating and capital expenditures and is updated on a regular basis by the Finance Commissioner and Administrative Staff for Approval by the Village President and Village Board. Prior to the adoption of the Budget, the Village Board should discuss and develop goals for the coming year. These meetings provide the Village Board an opportunity to meet in an informal setting to review the status of work accomplished regarding current goals and to develop goals for the coming year.

Village Board Agendas: The Village President has the authority to set the Village Board Agendas. Village Trustees are requested to make requests to include agenda items for the following Village Board Meetings during the preceding Village Board Meeting. With the consent of the majority of Village Trustees during the Village Board Meeting, agenda items will be included on an upcoming Board Agenda. While the discussion of the inclusion of an agenda item during the Board Meeting is strongly encouraged in the interest of transparency and for practical considerations in publishing the Board Agenda and preparation of Village Board Packets, in instances where potential new Village Board agenda item(s) were not anticipated during the Village Board Meeting, Village Trustees are to directed to contact the Village President or Village Manager requesting the addition of an agenda item. If the Village President does not agree with the request, the Village President's decision can be overidden by three (3), or more Village Trustees requesting the change to the Board Agenda.

Village Board Meetings: Village Board meetings are generally held on the second and fourth Tuesday of each month at 7 p.m. It is important for Board members to arrive a few minutes early so that a quorum can be assured (in most instances a quorum is a majority of the duly elected or appointed and serving members, and, without a quorum, no official meeting may be held and no official action may be taken). Any Board member who cannot attend a Village Board or committee meeting should contact the Village Manager at least seven (7) days prior to the meeting date, if possible. Appropriate dress for Board meetings is typically business casual attire.

Meeting agendas and materials are uploaded into the Village's drop box for the Village Board's review on the Friday before the Board or commission meeting, and Board members should review the packet and are encouraged to contact the Village Manager or President with any questions they might have regarding the agenda, or visit the site/location of any particular item which may be on the agenda. The benefit of contacting the President or Manager with questions regarding agenda items is that the questions can be reviewed and an answer provided either prior to or at the Board meeting, ***rather than raising the issue at the Board meeting and possibly***

having to defer an agenda item. Clarification on questions will also result in more efficient meetings.

Village Board members are expected to act professionally during the Board meeting, and should not be critical of any other Board member, Village Staff member or member of the public during the meeting. Differences of opinion are to be expected and should be viewed and understood to be the "debate" of an item, rather than an argument. Disagreements or the debate of an item should be done calmly and not be in any way critical of another position. Body language can easily be misinterpreted by the press or public, and may possibly give a negative tone to an otherwise productive and healthy discussion. Electronic communications (email, text, etc.) during the meeting is discouraged and electronic communications between Village Officials during a meeting is prohibited and may constitute a violation of the Open Meetings Act (OMA) and a considered public communications that may be required to be provided under a Freedom Of Information Act (FOIA) request.

The President will preside over and run the Board meeting and will introduce the agenda items. The President will also generally ask for a motion on a particular agenda item. It may be appropriate that a Village Board member who chairs a particular commission will want to lead discussion and make the motion regarding an item that pertains to the Trustee's responsibility. Except as otherwise provided by statute, the Village Board follows *Robert's Rules of Order* and parliamentary procedure, which include the following general fundamentals:

- the President will introduce each agenda item, followed by a discussion (as necessary) with each Trustee being mindful of and opinions and proceeding in a civil manner;
- a Board member may ask for a "point of information" from the Village President if the issue or discussion becomes confusing any point during the meeting;
- Any Trustee can make a motion must present all proposals for action by the Board. Motions should be made by stating, "I move that ..." Motions should be brief and concise;
- before a motion may be discussed, it should be seconded. A Board member need not agree with a motion in order to second it; and
- a Village Board member may add to, substitute or subtract from a motion which someone else has made simply by "amending the motion."

Village Board members are required to vote on every motion; however, there may be an occasion when an item may represent a conflict of interest with a particular Board member. When possible, the Village Board member should inform the President or Village Manager prior to the meeting. The Village Attorney can review the situation and an appropriate determination will be made if a Board member so desires. While Board members can discuss differences of opinion, every effort should be made to maintain a professional decorum and not be critical of a Village Board decision once it has been made. Each regular Village Board agenda will also include a section for "visitors' business," and the purpose of this agenda item is to:

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- publicly acknowledge and record petitions and communications; and
- to inform board members of pertinent information not on the agenda.

Board members should be careful to limit comments in front of the media, especially those issues that require Village Board discussion. Board members who plan to bring up an item during the meeting that are not included on the Board Agenda should review the matter with the President or Village Manager prior to the meeting. Board members are asked to submit written reports for inclusion in the board packets in advance of the meeting and, when possible, to limit their verbal reports during the meeting to ten (10) minutes or less. Visitors' Business also presents an opportunity to congratulate Board or staff members on a personal milestone or achievement appropriate for a public forum.

MISCELLANEOUS VILLAGE BOARD POLICIES

Electronic Attendance At Meetings.

The Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* (the "Act"), requires that the actions of public bodies be taken openly and that their deliberations be conducted openly, except for certain limited circumstances that permit closed meetings. Pursuant to Public Act 94-1058, the Illinois General Assembly amended various provisions of the Act, which amendments become effective on January 1, 2007. These amendments include certain clarifications to the definition of "meeting" to include meetings by electronic means and the adoption of rules for electronic meeting attendance by members of public bodies. This Policy is intended to adopt certain rules and procedures for electronic meeting attendance by members of boards, commissions, and committees of the Village consistent with Public Act 94-1058. A member of a Public Body is qualified to attend a meeting of that Public Body electronically only if the member is physically prevented from attending the meeting by:

(1) personal illness or disability;

(2) employment purposes or the business of the public body; or

(3) a family or other emergency.

The member must notify the Village Clerk in writing at least four (4) hours prior to the meeting in which the member desires to attend electronically, unless advance notice is impractical. The notice shall be substantially in the form attached to the Policy as Exhibit 1 and shall identify the reason the member cannot be physically present at the meeting in accordance with Section III of the Policy. If the member is unable to give the required written notice prior to the meeting, the member shall notify the Clerk by other means prior to the meeting and shall submit the required written notice as soon as practicable following the meeting.

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Compensation and Reimbursement of Expenses: The President, Trustees, and Clerk of the Village Board ***do not*** receive compensation for their service. However, the Village President position will start being a paid position in April 2017. Also, from time-to-time, the Village Board members, in the course of performing their duties on behalf of the Village, incur out-of-pocket expenses, including travel-related expenses incurred from the use of their personal vehicles for Village-related business. Although the volunteer residents who serve the Village do so without compensation, the Village recognizes that they should not be required to bear out-of-pocket expenses as a result of their civic-mindedness. Any Village Official, who, in the course of performing Village Service, incurs out-of-pocket expenses, may make a written request for reimbursement of any such expenses. Such written request must be submitted to the Village Manager (or the Manager's designee) no later than 90 days after the date that such expense was incurred. Upon receiving a request for reimbursement, the Village Manager (or the Manager's designee) shall undertake an initial review of the materials submitted as part of the reimbursement request and thereafter present such materials for review by the Village Board. Reimbursement for expenses for any individual event that are anticipated to exceed [$150] are to be presented to the Village Board for consideration prior to incurring the expense.

COMMUNICATIONS

Communications (including electronic email, texts, etc. on private property) on Village matters may constitute public records that are subject to public disclosure under the Illinois Freedom of Information Act; proper decorum in the use of communications is expected.

By the Friday before an upcoming Village Board Meeting, the Administrative Staff will email a Village Manager report to the Village Board and upload to the Village's agenda material for upcoming meeting for the Village Board's review and consideration. The Village Board will have access to the drop box.

Often the Village Board will receive memoranda or correspondence from the President or Village Manager about a particular subject matter, with a request that the Board member contact the President or Manager with any comments, questions or directions. It is important for Board members to review these items and respond to the President or Manager in a timely manner.

The Village formally communicates with residents and businesses in a number of ways, including the Newsletter publication, the Village's 911 reverse calling emergency procedures, and the Village website (www.Long Grove.net). In addition, the Village periodically distributes press releases. Any requests or suggestions for formally communicating information to Village residents should be directed to the President or Manager.

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ILLINOIS OPEN MEETINGS ACT

The Village of Long Grove and other governmental bodies are subject to the provisions of the Illinois Open Meetings Act. The purpose of the act is to ensure that governmental deliberations and actions are conducted openly.

The types of meetings covered by the act include Village Board meetings, committee meetings, and other gatherings when a majority of a quorum (e.g., 3 members of a 7 member board) is present. Depending on the subjects discussed and the number of officials present, the act can also apply to certain telephone conferences and sometimes even social gatherings and political meetings.

There are exceptions to the Open Meetings Act requirements that allow closed meetings (executive sessions), but such exceptions apply only in specific situations when proper procedures are followed. Among the situations where executive sessions are most commonly permitted are:

1. *Personnel matters* (e.g., collective bargaining negotiations between the municipality and its employees; deliberations concerning salary schedules for one or more classes or employees; discussions regarding the appointment, compensation, discipline, performance or dismissal of employees; discussions regarding the discipline, performance or removal of the occupant of a public office; and considerations of the appointment of a member to fill a vacancy on any public body by the body responsible for such appointment);

2. The *acquisition or disposition of real property*, whether by lease, purchase, or sale;

3. Discussions of *probable or pending litigation*; and

4. Meetings to *establish reserves or settle claims* as provided in the local government employee tort immunity act.

All discussions in executive session are confidential and as such are not to be discussed outside of executive session.

ILLINOIS OPEN MEETINGS ACT TRAINING

In January 2012, the Illinois General Assembly passed and the Governor signed into law House Bill 1670. The law, which is now Public Act 97-0504 and codified in Section 1.05(b) of the Open Meetings Act requires that all of those elected and appointed members of a public body who are such members of a public body on January 1, 2012, to take the electronic Open Meetings Act training between January 1, 2012 and January 1, 2013. **All of those who are elected or appointed after January 1, 2012, have 90-days to complete the training. The 90-day deadline begins the day on which a member takes the oath of office or, if not required to take an oath, assumes responsibilities as a member of the public body.** The member is required to provide the public body with a certificate of completion of the training.

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Accordingly, as an elected member of a public body, each Village Board member is required to complete the electronic Open Meetings Act training on the Attorney General's website within **90 days from date of being sworn in**. Village Board members may access the training, which should take approximately 50 minutes to complete, at:

http://foia.ilattorneygeneral.net/electronicfoiatraining.aspx.

Training is required by the entire Village Board. This training is only a one-time requirement. Upon completion of the required training, each Village Board member needs to bring their certificate of completion to Village Hall.

Please direct any questions regarding the application of the Open Meetings Act or its training requirements to the Village President, Village Manager or Village Attorney.

STATEMENT OF ECONOMIC INTERESTS

Beginning January 1, 1994, persons required to file a Statement of Economic Interests include all elected and appointed officials and local government employees who have authority to authorize the expenditure of public funds, execute contracts and issue licenses and permits.

The Illinois Attorney General has ruled that lists of required filers must be certified by the local unit of government to the County Clerk for the county where the local unit of government's principal office is located. Local units of government may submit the names of required filers using Internet submission.

Required filers may submit Statement of Economic Interests forms online using the secured password provided by the County Clerk. After the first year of filing online, when the filer has supplied an email address, all future notices of filing requirements will be sent via email and are deemed notice sent by first class mail. A filer who has supplied an email address is responsible to notify the County Clerk of a new email address or if he or she no longer wishes to receive notices by email.

All candidates seeking public office must file a current Statement of Economic Interests in the same year as they file candidate's petitions. Candidates may not use the Internet filing pursuant to 5ILCS 420/4A-108(b) (3). The Statement of Economic Interests must be in written or printed form filed with the County Clerk and a printed receipt must be attached to such filings. Candidates seeking a duplicate receipt for a previous filed Statement of Economic Interests filing for the same calendar year and same unit of government may print the online receipt as a duplicate.

ILLINOIS STATE GIFT BAN ACT

The Illinois General Assembly enacted the State Gift Ban Act, which the Village of Long Grove by reference adopted by Ordinance. The purpose of the State Gift Ban Act is to discourage acceptance of gifts by public officials and employees in their professional capacity. The ordinance is applicable to **every Village employee and Village Board member**. Under the provisions of the Village ordinance, the Village Manager serves as the Ethics Officer for the Village. Board members should refer to the most current Village Ordinance regarding the Gift Ban Act for a summary of the Act's requirements.

Once again, congratulations on becoming a member of the Village Board!!

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VILLAGE BOARD MEMBER'S RECEIPT
(Village Board Member's Copy)

I hereby acknowledge that I have received and read the Village of Long Grove Village Board of Trustees Handbook, and that I fully understand the policies and procedures therein. I agree to abide by the policies and procedures in the Village of Long Grove Village Board of Trustees Handbook.

_____ _____

Date Village Board Member Signature

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VILLAGE BOARD MEMBER'S RECEIPT
(Village's Copy)

I hereby acknowledge that I have received and read the Village of Long Grove Village Board of Trustees Handbook, and that I fully understand the policies and procedures therein. I agree to abide by the policies and procedures in the Village of Long Grove Village Board of Trustees Handbook.

_____ _____

Date Village Board Member Signature

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