



# from your Associate Director

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**S**PRING IS HERE! That means that it is Annual Town Meeting time. I would recommend that you promote your townships and plan for some activities at this 2017 annual town meeting (APRIL 11, 2017). Focus on what you can do as a township to draw attention to the meaning behind this annual event. Remember that the main barrier to battling all of the negative township legislation and chatter is education. Many of our communities do not understand the benefits of township government and the efficient delivery of services. Educate your electors on what township government achieves effectively.

With Spring in 2017 comes the election and the upcoming new four (4) year term of office for elected township officials. The Education Program this year is aimed at providing a “back to the basics” format with our Boot Camp program for Newly Elected and Returning Township Officials. The dates in July are later than normal to accommodate the election and new officials taking office. We look forward to all returning officials as well. Check out the program agenda and plan to attend. Bring the topic up at the next scheduled township board meeting and ask everyone on the board to attend. Car pool and make it an event to network and focus on township government for the day.

## Education Program Update

The program year for 2017 is off to a great start. The first Professional Development Day course on TOWNSHIP CEMETERIES was a success. We sold out and I have been asked to offer the course as an upcoming webinar or additional course. We will consider offering it again in the fall. Check the website at [www.toi.org](http://www.toi.org) for date of upcoming Professional Development Courses as well as future webinars. The programs this year benefit all township officials and employees. Review the calendar of events and schedule your participation today.

## Topics Day

If you are in the northern part of the state, I would recommend you take some time and consider the bus ride being sponsored jointly by TOI and the members of the Township Officials of Cook County. This is a stress-free way to participate in our annual TOPICS DAY and lobby the statehouse. We need all the support

we can to take the township message to members of the Illinois General Assembly.

We want members from all four corners of Illinois to attend. Take some time and spend the day with us in Springfield on April 26, 2017. Registration information is online at [www.toi.org](http://www.toi.org).

On file, we have a presentation from 2008 when the annual town meeting was being held about the activities included in the Annual Town Meeting. Here are some highlights as you prepare for the meeting next month.

The statutorily required annual town meeting is mandated to be held the second Tuesday in April annually. The purpose for this annual meeting is:

- To bring electors to assembly
- To discuss and consider any lawful subject before the township electors/voters
- Provides an opportunity for elected township officials to interact with residents
- Ensures accountability and responsiveness to secure township residents' best interest

The date and time and place of the meeting is set by statute. It is required to be held the second Tuesday in April each year. It must be held after 6 p.m. Because of the date conflicting with Passover in 2017, townships are permitted to schedule the meeting for the first Tuesday after the last day of Passover (April 25, 2017) by state law, if desired. This is not mandated, but optional for the township. It must be held at a convenient place in the township. Most importantly, take into consideration:

- Handicapped Accessibility
- Available Parking
- Adequate seating
- Accommodations
- A time that will attract the most participants

The Public Notice requirements are completed by the Clerk and in his/her absence, the Supervisor *or, in the clerk's absence, the supervisor, assessor, ...* (60 ILCS 1/30-10). The statement of time, place and agenda are to be approved by the township at a meeting prior to

the April Annual Town Meeting.

Written notices must be posted in (3) of the most public places at least 15 days before the meeting in the township. If a local newspaper is published in the township, it is required to be published in that publication. For rural townships, with no published newspaper, you can determine the most public place to post the agenda. If a newspaper is no longer published in the township, we recommend the county circulation (being a paper most likely to be delivered or available to every township resident).

If the township is not large enough to accommodate the anticipated crowd, an alternative site can be selected. At times, because of the issues being presented, large crowds may attend the Annual Town Meeting.

The Clerk is responsible for administration of the meeting. The Clerk is the **ONLY** elected official acting in an official capacity. All other elected township officials attend the meeting as electors of the township.

The selection of the Moderator is an important step in the **ANNUAL TOWN MEETING** process. The

moderator is elected by nominations from the floor. The oath of office of moderator is administered by the Clerk. The moderator can be a currently elected township official as they are attending the meeting as a resident of the township and not as an elected official.

Last year, I learned of a township that, as a way to involve the next generation of township officials, held a contest with local high school, senior government classes to select a moderator who is 18 and a registered voter. This was an outstanding example of how to involve community youth in the township government process. I encourage all of you to look for ways to educate future generations of township officials.

You are encouraged to review the annual town meeting requirements included in the perspective magazine as well as the published (2015) Laws and Duties Handbook.

Remember to send your pictures from your **ANNUAL TOWN MEETING** to the TOI office for publication consideration.



## Professional Development



TOI held its first Professional Development Course of 2017 on January 20. David Evans, Deputy Director of the Cemetery and Funeral Oversight division of the Illinois Department of Financial and Professional Regulation, presented the educational session. He covered the basic requirements of the act, recent cemetery authority license renewal issues, IDFPD cemetery inspections and a discussion on how to handle complaints. The class had 25 attendees, the maximum for the smaller professional development sessions. Several upcoming courses are planned for this year. Check the education page on our website for a complete listing.