



from your Associate Director

By Jerry B. Crabtree

TOI Associate Director / Education Coordinator

SPRING IS HERE! I am happy to see it but must admit that the winter in Central Illinois was mild this year. I am not complaining at all. As we begin to welcome Spring we also are on the eve of the election and new TOWNSHIP TERM beginning on May 15th. As a reminder—note that the oath of office can be given at any time after the certificate of election is issued by the County Clerk per the Township Code (60 ILCS 1).

Every person elected to the office of highway commissioner, before entering upon the duties of the office and within 10 days after he/she is notified of his election, shall take and subscribe the oath or affirmation of office prescribed by the Constitution. Within five days after the oath or affirmation is taken and subscribed, it shall be filed with the township clerk and county clerk.

Every person elected or appointed to the office of supervisor, township clerk, assessor, trustee, commissioner of highways, township enforcement officer, or collector, before entering upon the duties of that office, shall take and subscribe, before any person authorized to administer an oath of office, the oath or affirmation of office prescribed by the Constitution. 60 ILCS 1/55-10; 35 ILCS 200/4-30. The township clerk cannot administer oaths in cases other than those specified. *Albertson v. Town of Cicero*, 129 Ill. 226, 21 N.E. 815 (1889). Within eight days after the oath or affirmation is taken and subscribed, it shall be filed in the office of the township clerk or the clerk of the multi-township board, as the case may be, and the county clerk. 60 ILCS 1/55-10. Although a town officer is required to take an oath, the officer need not do this until a contested election is settled. *Farwell v. Adams*, 112 Ill. 57, 1 N.E. 272 (1884). If the officer does it then, the officer is not deemed to have refused to serve and to have forfeited his or her rights to the office received by his/her opponent. If any township officer who is required by law to take the oath of office enters upon the duties of his or her office before taking the oath, he or she

must pay the township a \$50 fee. 60 ILCS 1/55-35. The oath is as follows:

I do solemnly swear (affirm) that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of _____ to the best of my ability.

Education Program Update

We are finalizing the program agenda for the 2017 Education District Program offered by the Township Government Education Network (TGEN). The event will be held this year in four locations (Naperville, Mt. Vernon, Rockford and Normal). Check the Calendar of events provided in *Perspective*. The program this year is delayed until July/August to accommodate the election and new term of office beginning in May, 2017. The program is aiming to allow time for new officials as well as returning members of township boards an opportunity to schedule time to attend a district event with their township boards.

TGEN encourages all boards to initiate the new term with a renewed appreciation and involvement in educating township board participants in performing their responsibilities as elected township officials. We have a program agenda that provides an effective return to the basics in township government.

The Webinars and Professional Development events have been well attended. We are always looking for new

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topics and ideas for webinars. If you have a topic or program you would like to recommend, please forward the information to me at jerry@toi.org.

TOIPAC Raffle Underway

Name	_____
Address	_____
City	State
Township	County
Phone	_____
Cell Phone	_____
E-mail	_____
Paid for by TOIPAC	



Win a \$2500 Travel Voucher ANYWHERE!
\$10 per Ticket or 3 Tickets for \$20
Drawing held during the Annual Educational Conference
November 13, 2017
at the TOI Annual Conference Banquet
Please Make Checks Payable to: TOIPAC
Need not be present to win. Details on the other side.

TOIPAC
TOWNSHIP OFFICE
OF ILLINOIS
BOOT CAMP

The TOIPAC Committee is pleased to announce the kick off of their 2017 raffle. This year, we are again participating in a raffle of a \$2,500 travel voucher or \$1,000 cash. The raffle kicks off at the 2017 TOPICS DAY scheduled for April 26, 2017. TOI board members will have tickets and we will be selling them at all TOI scheduled events in 2017. The winner is selected at the annual educational conference on November 13, 2017.

Does your township currently have a banner or flag?

Are you part of the annual parade of Township Flags at the Annual Educational Conference?

Having a township flag provides a connection to the community. If you are interested in creating a township flag, I recommend discussing it at the next available township board meeting. Develop a committee or contest in the community to take on the task of designing a township flag. Annually, we provide some tips for creating a township flag.

Our township doesn't have a flag. How can we create one?

It's never too late to create a flag if your township doesn't have one. The information below will help you get started.

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What size should the flag be?

The standard flag size is 3-by-5 feet. However, some townships have banners that work well. Township flag designs cover a wide range of subjects.

What should be on the flag?

Township logos, farms, Illinois historical markers and our state motto have been seen. The flags commonly include the township name, its incorporation date, and a motto or the county name. Choose a design that represents what is unique or outstanding about your township. The creativity options are endless

You may consider holding a flag design contest for local schoolchildren, as many townships have done. Just remember to limit the number of colors allowed in the contest. The more colors you have in a design, the more expensive the flag may be to produce.

What's the best way to make a flag?

There's no one right way to make your flag. Is someone in your township talented in sewing or another craft? Some townships have produced hand-sewn or hand-painted flags. In some cases, townships produce their first flag by hand and then have additional flags made commercially, particularly for outdoor use.

There are two common commercial methods for making flags: appliquéd and screen-printed. Appliquéd flags are sewn together and may include embroidery. Screen-printed flags are printed with inks or dyes. The method you choose may depend on how many flags you plan to make, whether the flag will be used indoors or outdoors, and how complex the design is. If you want a single flag for use in the township hall and the Parade of Flags, an appliquéd flag may be the best choice. If your township wants several flags to use indoors and outdoors, screen-printing may be more economical.

How long does it take to make a flag?

The production method you choose and the complexity of your flags design will dictate the amount of time needed to produce a flag. On average, you should allow one to two months for the actual production.

What's the average cost of a flag?

The price of a custom flag varies according to the production method, the design complexity and the number of flags you order. The township may wish to ask several flag companies for an estimate, based on your design. Flag accessories often come in sets that include a flag pole, base, tassel and an eagle for the top of the pole.

