

**VILLAGE OF DOWNERS GROVE
COUNCIL ACTION SUMMARY**

INITIATED: Village Attorney **DATE:** September 21, 2004
(Name)

RECOMMENDATION FROM: _____ **FILE REF:** _____
(Board or Department)

NATURE OF ACTION:

- Ordinance
- Resolution
- Motion
- Other

STEPS NEEDED TO IMPLEMENT ACTION:

Motion to Adopt "A RESOLUTION ESTABLISHING AN AMENDED VILLAGE COUNCIL POLICY REGARDING APPOINTMENTS TO BOARDS & COMMISSIONS", as presented.

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SUMMARY OF ITEM:

Adoption of the attached ordinance will make certain amendments to the Village Council Policy concerning appointments to boards and commissions.

RECORD OF ACTION TAKEN:



Village of Downers Grove

Official Village Policy Approved by Village Council

Description: Appointments to Boards and Commissions

Res. or Ord. #: Res. Effective Date: Sept. 21, 2004

Category: Legislative and General Management

New Council Policy

Amends Previous Policy Dated: 8/1/94; 02/23/98

Description of Previous Policy (if different from above):

RESOLUTION NO. _____

**A RESOLUTION ESTABLISHING AN AMENDED VILLAGE COUNCIL
POLICY REGARDING APPOINTMENTS TO BOARDS AND COMMISSIONS**

WHEREAS, the Village of Downers Grove has numerous boards and commissions which assist and advise the Village Council in addressing a number of matters of concern and importance to the residents and community of Downers Grove; and

WHEREAS, the Village Council has previously adopted Resolution 94-28 and Resolution 98-6 providing procedures for the screening and selection of candidates to these various boards and commissions; and

WHEREAS, the Village Council has determined that it would now be appropriate to replace Resolution 94-28 and Resolution 98-6 with revised procedures for the screening and selection of candidates for appointment to various Village boards and commissions.

NOW, THEREFORE, be it resolved by the Village Council of the Village of Downers Grove as follows:

1. - Policy Established:

- a. There is hereby established a procedure to be used in the screening and selection of applicants for certain Village Boards and Commissions.
- b. This policy applies to those Village Boards and Commissions which are:
 - i. Appointed by the Village Council; or,
 - ii. Appointed by the Mayor but subject to confirmation by the Village Council; or,
 - iii. Appointed by the Mayor.
- c. This policy does not apply to those Village Boards and Commissions:

i. For which particular municipal officers are designated by law; or,

ii. Which are appointed by the Village Manager. Provided, the Village Manager shall provide written notice of any such appointment(s) at least forty-eight hours prior to a regularly scheduled Council meeting. The Village Manager shall publicly announce the appointment(s) at a regularly scheduled meeting of the Village Council.

2. - Profile Sheets:

a. The Village Manager shall prepare, maintain, and update as necessary, forms to be known as profile sheets, which will be used to provide information regarding persons currently serving, or interested in serving, on a Village Board or Commission. These profile sheets will include general background information to be supplied by such persons.

b. Profile sheets shall be maintained in the office of the Village Manager for a period of two years. Provided, the profile sheet of any person appointed to a Village Board or Commission shall be maintained, and updated on a biannual basis, throughout such person's tenure.

c. Any person desiring to participate on a Village Board or Commission shall complete a profile sheet and submit this to the Office of the Village Manager. If desired, the applicant may indicate a preference as to a particular Board or Commission.

d. Persons serving on a Board or Commission shall, as desired by such person or as requested by the Village Manager as part of his biannual update, provide update information regarding their profile sheet.

3. - Solicitation of Applicants:

The Village Manager shall, from time to time, cause public advertisements and notices to be circulated regarding the desire and need of the Village to include citizen participation in the Village Boards and Commissions. The Village Manager's office shall serve as clearing house for information related to applications and participation on a Village Board or Commission. This will include providing blank copies of profile sheets on request; answering questions related to the application, appointment or reappointment process; and providing information regarding participation on any specific Board or Commission.

4. - Screening of Candidates to the Village Boards and Commissions:

a. Upon notice of a vacancy for whatever reason, or within sixty days prior to the expiration of the term of an existing appointment, the office of the Village Manager shall initiate the screening of candidates as follows:

i. For those Village Board or Commission which are appointed by the Mayor, but subject to confirmation by the Village Council, the Manager shall forward copies of the current profile sheets on file to the Mayor for those individuals interested in the particular Village Board or Commission for which an appointment is to be made. This shall include the profile sheet of the incumbent if that individual has advised the Village Manager of their desire to continue participation. The Mayor shall screen, or cause to be screened, these profile sheets as provided in section 4(c) below. The Mayor may delegate part or all of this activity as the Mayor determines appropriate.

ii. For those Village Board or Commission which are appointed by the Village Council, the Manager shall, as provided in section 4(c) below, screen the current profile sheets on file of those individuals interested in the particular Village Board or Commission for which an appointment is to be made. This shall include the profile sheet of the incumbent if that individual has advised the Village Manager of their desire to

continue participation. The Manager may delegate part or all of this activity as the Manager determines appropriate.

b. By October 1st annually, the Village Manager shall circulate to the Village Commissioners copies of the profile sheets or an abstract of information concerning interest expressed by persons wishing to be appointed to a Board or Commission. The Village Commissioners shall treat the information contained on the profile sheets or abstract as confidential. No later than November 1st annually, the Village Commissioners may forward to the Village Manager information they feel relevant to the profile sheets or abstract. The Village Manager shall then forward this information to the Mayor and any person so designated by the Mayor to assist in the recommendation of persons to serve on Village Boards and Commissions.

c. The profile sheets shall be reviewed, a "short list" of likely appointees developed and, if appropriate, a recommendation for appointment specified. In the process of this review, current and former members of the Board or Commission involved, staff personnel, and community leaders may be consulted to obtain their advice and insight regarding the functioning of the body, its needs and potential, and the type of candidate which would best assist the body in performing its duties. The individual candidates may also be contacted and/or interviewed regarding service upon the relevant Board or Commission. A written report will be prepared which will include copies of the "short list" profile sheets and set forth any comments, suggestions or recommendations as appropriate. The Village Manager shall cause a copy of this report to be circulated to all members of Village Council.

d. Upon receipt of the report described in sub-paragraph c above, the Council members shall review the information contained therein and, within two weeks, provide any comments, questions or concerns regarding the report directly to the Village Manager. If no Council member expresses comments, questions or concerns regarding the report, or if the Village Manager is able to resolve the issues raised, the Village Manager shall advise the Mayor and Village Council that the name of the recommended individuals may be formally presented to the Village Council for approval at a regular Council meeting. The Mayor or Manager, as appropriate, shall thereafter present a report to the Village Council at the following regular Council meeting setting forth the recommendations for appointment or reappointment.

e. If a Council member expresses comments, questions or concerns regarding the report, and the Village Manager is unable to resolve the issues raised the proposed appointment or reappointment may be discussed at a public meeting. If the report includes more than one recommendation, any nomination for which no issues are raised will be formally presented to the Council as provided by law.

f. The public meeting may be continued from time to time, in the manner provided by law, to obtain additional information. In the event that, following the public meeting, it appears that a proposed appointment does not have the unanimous support of the Village Council, the Manager shall contact the proposed appointee and determine whether such person desires that their name be formally submitted or withdrawn. The Manager shall prepare a report to the Mayor and Village Council.

g. Following the public meeting, the original or an amended recommendation for appointment or reappointment may be presented for consideration at a subsequent regular Council meeting. In the alternative, the Mayor or Manager, as appropriate, may resume the process of reviewing profile sheets and transmit such amended reports as appropriate. The amended reports shall be processed as provided for original reports set forth above.

5. - Appointment or Reappointment:

a. Persons shall be appointed to the Village Boards and Commissions in the manner provide by law. Where appointments are made by the Mayor alone, these shall be reported to the Council. Where appointments are made by the Mayor, but are subject to confirmation by the Council, the Mayor shall submit

the nominations to be formally approved or rejected by the Council. Where appointments are to be made by the Village Council, any member, except the Mayor, may move for the appointment of a candidate, which shall be considered and acted upon by the full Council.

b. In the event the Council fails to approve any appointment to fill a vacancy on a Village Board or Commission, the matter shall be referred back to the Mayor or Manager, as appropriate, who shall resume a search for candidates using the procedures outlined above.

6. - Miscellaneous Provisions:

a. This policy is intended to be a non-binding general guideline for considering appointments to Village Boards and Commissions. The validity of any action otherwise taken by the Council in accordance with applicable law shall not be invalidated, impaired or otherwise affected by noncompliance with any part of procedures or policies set forth herein. The Village Council may, at its sole discretion and at any time, waive, modify or ignore any provision of this policy whenever the Council believes such action is in the best interest of the Village. Any action taken by the Council in derogation of this policy, whether expressly identified or not, shall constitute the Council's decision to waive, modify or ignore the provisions of this policy.

b. All resolutions or parts of resolutions in conflict with the provisions of this resolution, and in particular, Resolution 94-28 and Resolution 98-6, are hereby repealed.

c. This resolution shall be in full force and effect from and after its passage in the manner provided by law.

Brian J. Krajewski, Mayor

Passed:

Attest:

April K. Holden, Village Clerk

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