

# Advisory Body Volunteer Process

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JUNE 2, 2021

PUBLIC MEETING

# Agenda

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- I. Introduction
- II. Potential Improvements to the Advisory Body Volunteer Process:
  - a. Communications regarding commission vacancies & the appointment process
  - b. Post-appointment education for newly appointed officials
- III. Adjournment

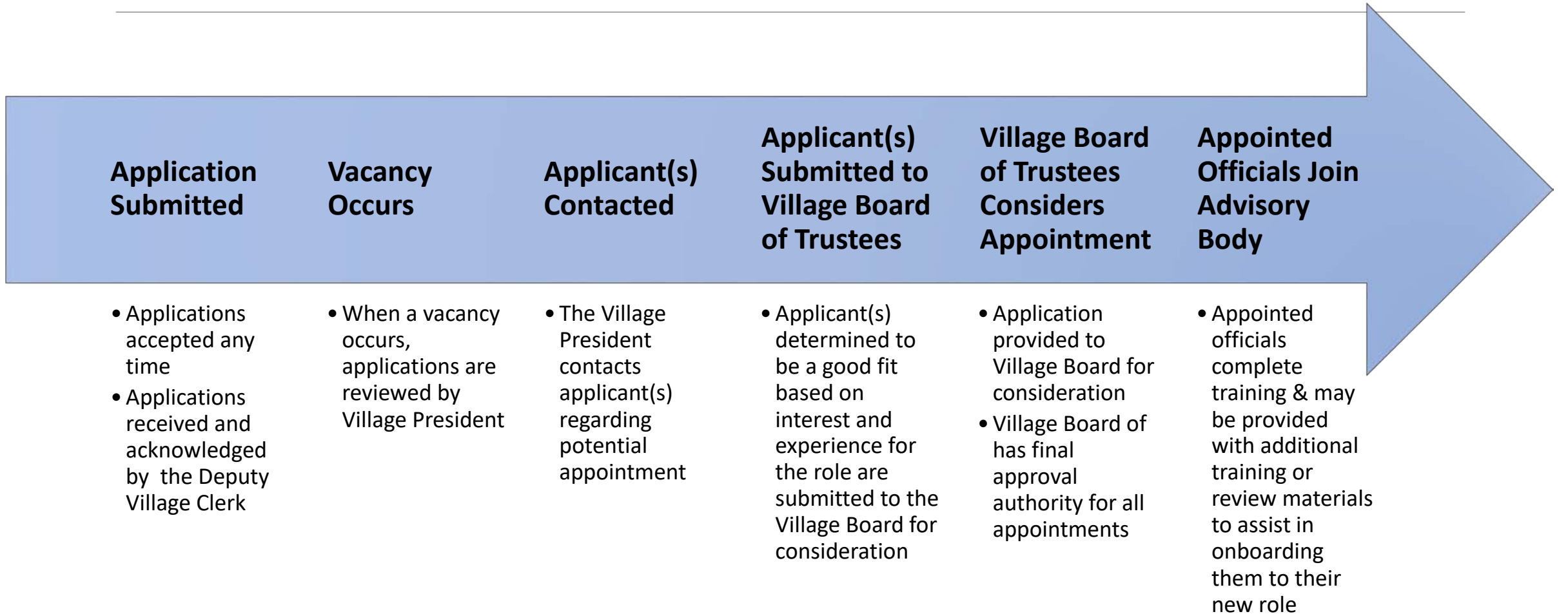
# Standing Boards, Commissions, & Committees

	Created by State statute	# of Voting Members	Term Length	Meetings
Board of Fire & Police Commissioners	Yes	3	3 years	As needed
Development Review Board	No	7*	2 years	2 per month
Economic Development Commission	No	7	4 years	1 per month
Fire Pension Board	Yes	5**	3 years	1 per quarter
Historic Preservation Commission	No	7	4 years	1 per month
Local Ethics Commission	No	3	2 years	As needed
Plan Commission	Yes	7	4 years	1 per month
Police Pension Board	Yes	5**	2 years	1 per quarter
Sustainability Commission	No	7	4 years	1 per month
Traffic & Safety Commission	No	7	4 years	1 per month
Zoning Board of Appeals	Yes	7	5 years	1 per month
<b>TOTAL BOARD/COMMISSION APPOINTMENTS</b>		<b>52</b>		
Age Friendly Advisory Ad Hoc Committee	No	8	Until dissolved	As needed
Diversity, Equity, & Inclusion Ad Hoc Advisory Group	No	46	Until dissolved	As needed
<b>TOTAL AD HOC COMMITTEE APPOINTMENTS</b>		<b>54</b>		

\* Members of the Development Review Board are selected from the Plan Commission & Zoning Board of Appeals

\*\* The Village President has the authority to appoint 2 of the 5 members of the Police Pension Board and 2 of the 5 members of the Fire Pension Board

# Current Process



# Potential Improvements to the Advisory Body Volunteer Process

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## Communications regarding commission vacancies & the appointment process

- Utilize communication channels to
  - Regularly advertise vacancies
  - More frequently encourage application, even when if no vacancies exist
  - Explain how the appointment process works
  - Better explain the roles, responsibilities & accomplishments of existing advisory bodies and how the public can be engaged in the work of these groups
- Share information with community partners to extend audience reach
- Share information with new residents to alert them to the volunteer opportunities
- Assist potential members in understanding conflicts of interest

# Potential Improvements to the Advisory Body Volunteer Process

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## Post-appointment education for newly appointed officials

- Create a guide for appointed officials with key information such as
  - Open Meetings Act guidelines and training
  - Information regarding the Freedom of Information Act
  - Information regarding the Statements of Economic Interest that must be filed annually
  - Conflicts of interest
  - Training and reference materials
  - Roles and responsibilities of advisory body and positions within the advisory bodies (e.g. chairperson, member, ex-officio member)
  - Rules of Procedure for each advisory body
- Increase outreach from advisory body chairpersons and Staff liaisons to newly appointed officials to help acclimate to their new role
- DEI Advisory Group will assess the Village and its practices, policies, systems and structures
- Consider engaging existing officials to identify potential improvements

# Public Comment

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If you have not already signed up to speak please put your name in the chat feature

Please keep your line muted until it is your turn to speak

Please keep comments to 5 minutes to ensure everyone gets a turn

# Conclusion & Next Steps

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