# Village Board Handbook

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January 6, 2015

Village Board Member,

Welcome to the Village’s Village Board Handbook. The handbook was first issued in August 2009 and has been revised to include changes that have been made to the Village since then. This electronic document is designed to provide you with much of the information you will need to allow you a solid understanding of issues that you are likely to encounter as a Village Board member. The handbook is electronic so that it can be available on your mobile device at any time during a meeting or at home.

Since the document is electronic we have tried to take advantage of all the efficiencies the internet affords. Contained in the handbook are many links which will take you to the source material, most often found on the Village’s website, or other pertinent websites. These links can be accessed via the table of contents found at the beginning of the handbook, as well as through bookmarks embedded in the handbook.

As a Village Board member you will attend many public meetings. These meetings generally operate under Robert’s Rules of Order, which is a set of parliamentary proceedings that govern when individuals speak, make motions, begin and end meetings, etc. Instead of including the entire book of Robert’s Rules, this handbook is linked to a website which provides the fourth edition. In Appendix D you will find a Table of Contents for Robert’s Rules. Simply click on the item in the Table of Contents and, if you are connected to the internet, a web browser will open which will direct you to the section of the Robert’s Rules of Order website. This edition should be used for reference only as the tenth edition is the official parliamentary authority. A hard copy of the current edition is available in Village Hall.

I hope this handbook will support your understanding of the Village organization and make your job as an elected official easier. If you have any questions or suggestions regarding this handbook please do not hesitate to contact me.

Sincerely,

Timothy C. Wiberg
Village Manager
Village of Lincolnwood
Organizational Chart
Elected and Appointed Officers

Citizens of the Village of Lincolnwood

Village President and Board of Trustees
- Village Clerk
- Village Attorney
- Village Manager
- Assistant Village Manager

Finance Department

Police Department

Fire Department

Public Works Department

Community Development Department

Parks and Recreation Department
VILLAGE OF LINCOLNWOOD
Organizational Chart
Community Development Department

Community Development Director

Development Manager

Coordinator  Account Clerk  Intern (.5)
VILLAGE OF LINCOLNWOOD
Organizational Chart
Fire Department

Fire Chief

Coordinator

Battalion Chief

Lieutenant (2)

Paramedic/Firefighter (5)

EMT/Firefighter

Battalion Chief

Lieutenant (2)

Paramedic/Firefighter (5)

EMT/Firefighter

Battalion Chief

Lieutenant (2)

Paramedic/Firefighter (5)

EMT/Firefighter
VILLAGE OF LINCOLNWOOD
Organizational Chart
Public Works

Public Works Director

Assistant to the Public Works Director

Coordinator

Clerk/Receptionist (.5)

Chief Mechanic

Street Maintenance Foreman

Public Works Supervisor

Water System Operator (2)

Equipment Operator

Laborer

Equipment Operator (2)

Laborer

Equipment Operator (3)

Laborer

Equipment Operator

Laborer (4)

Trees and Alleys Maintenance Foreman

Parks and Building Maintenance Foreman

Laborer (2)
1.1 Introduction
The job of the Village President and/or Village Trustee should prove to be a rewarding and satisfying endeavor. While the most public aspect of the role is fulfilled at a Village Board meeting, much of the energies spent as an elected official occurs outside the glare of the public eye at functions such as community gatherings, special events, and Village-related regional meetings. The Mayor and Village Board are the “public face” of the Village and serve as the key reflection of the Village’s image to the community.

The Mayor and Village Board are the Executive and Legislative Branch of the local government. Collectively, you approve the Ordinances, budgets and establish the long-range plans that determine the general direction of the Village. The Village Board hires a Village Manager to run the day to day operations of the Village government. This position is intended to remove political influences from the daily operations and ensures that decisions and policy recommendations are made based solely on merit, with a focus on delivering services in the most efficient means possible. This system of government therefore is an ideal blend of democratic representation (i.e. the Village Board) and professional management (i.e. Village Manager and staff).

1.2 Village History
Originally incorporated in 1911 as Tessville the Village enjoyed, for its first 25 years, the rather dubious distinction of being a "saloon infested" farm town.

Johann Tess and George Proesel, two early pioneers searching for land at a cheap price, founded the farm community on the northern outskirts of Chicago. It wound up abutting the City of Chicago, which led to the spillover of taverns across the line and into Tessville.

The saloonkeepers banded together in 1922 and officially incorporated the Village. This was so they would have the power to grant liquor licenses. A heavy burden was placed on the farmers in the form of skyrocketing taxes. The revenue was needed to pay for the water pipes for the growing town, and by 1920 an even larger Village Hall had been constructed.

These tillers of the soil were irate but essentially powerless, at least until the mid-1920's, when the introduction of electric rail service came to Niles Center, since renamed Skokie, and forced a change in Tessville's civic and social life.

At the end of the decade and into the 1930's, Tessville was establishing itself as a popular haven for people who needed to commute into Chicago but did not want to live there. The election of Henry Proesel, a grandson of the Village's co-founder, as Village President in 1931 was seen as a positive move for the Village’s prosperity. An early move by Proesel during the Great Depression was to assign Works Progress Administration workers the monumental task of planting 10,000 elm trees along all Village streets. In 1934, an Ordinance limiting the number of liquor licenses was passed and became Village law. It served as a model for the Illinois State Liquor Control Laws.
By 1936, the name of the Village had been changed to Lincolnwood, a move that substantially changed its image for the better. It was named Lincolnwood due to the Elm trees that shrouded Lincoln Avenue.

The practice of offering large parcels of relatively inexpensive land continued over the years, but at the same time the Village was able to keep taxes attractively low by fostering the growth of light industry and by attracting such giants-to-be as Bell & Howell. The opening in 1951 of the Edens Expressway, though, probably had the most profound impact on the growth in the Village's history. It offered easy and fast access to and from Chicago, causing the Village’s population to grow from 3,072 in 1950 to more than 12,000 in 1970, a figure which has since remained fairly constant.

Village President Proesel ended his 46 years in office in 1977, a record mostly unmatched by any other Village President in American history. Succeeding him was John Porcelli, who introduced the Village's paramedic service during his two terms. Porcelli was followed by Frank Chulay. In his two terms he oversaw development of the Lincolnwood Town Center, with its 70 stores, Lincolnwood Place, Barclay Place, and construction of a new Village Hall.

Lincolnwood's first woman Village President, Madeline Grant, succeeded Chulay, and in 1995 created a nine-member Economic Development Commission. She was involved in overseeing such major public works programs as the construction of a 1.5 million-gallon water tower, the renovation of the Village's 13 parks, and needed infrastructure repairs.

Peter Moy exemplified honorable civic service in his multifaceted career in public service to this Village, first as a Trustee from 1995-2000, then as Village President until 2005. Peter Moy was the first Asian American to serve any municipality in Illinois as its President, making the Village a leader for minority representation. During his tenure as Village President, Peter Moy was instrumental in making significant improvements to the Village, including the new business roadway known as the Northeast Parkway, and the construction of the aquatic center in Proesel Park and a new public parking lot in the Touhy/Crawford Business District. Additionally, Peter Moy, led the Village to the successful completion of several economic development improvements including, the Loeber Mercedes Dealership expansion, Grossinger Toyota's complete renovation, the ENH Health Facility, MB Financial Bank, Studio 41, Lowe's, Dominick's, Kohl's, Osco, and also worked for the approval of the new and improved Walgreens site on Lincoln Avenue.

Since 2005, Jerry Turry has served as the Village President. Prior to serving as Mayor, President Turry served as Village Trustee from 1995 to 2005. During his tenure as Trustee, he served as the chairman of the Streets & Alleys Committee, the liaison to the Plan Commission/Zoning Board of Appeals, a member of the Police, Licenses and Health Committee and Committee on Ordinances, Rules and Building (CORB).
1.3 Comprehensive Plan Overview

The Village adopted its first Comprehensive Plan in 1992. Since that time, the Village has continued to evolve as a community, with changes in land use, new technology and lifestyles. In order to meet these challenges, the Village has been assessing the future of the Village through various means, including the Vision 2020 planning effort, completed in 1997. The Village’s 2001 Comprehensive Plan takes the Vision 2020 process to the next level by linking the Vision 2020 recommendations to land use policies that will guide future development and redevelopment in the Village.

The Village’s 2001 Comprehensive Plan (updated in 2006) is designed to serve three basic purposes. First, and foremost, it is a policy guide for future decisions concerning land use within the Village; as such it is intended to serve as the basis for the Village’s Zoning Ordinance and Zoning Map, which are the regulatory tools by which land use policy is implemented. Second, it is designed to include a profile of the community that can be used to describe and market the community to potential residents and businesses, who may be considering relocating to the Village. Third, it is intended to serve as a compendium of the Village’s public policy initiatives; as such it is a resource guide for current and future Village boards and commissions.

The Plan has been organized into three major sections: Community Profile, Comprehensive Plan, and Related Planning Documents. The intent of each of these components of the plan is described below.

**Part I: Community Profile** describes the Village as it exists today. This section of the Plan answers the question “Who are we?” Planning for the future does not take place in a vacuum. Rather, it is often shaped by past decisions and relationships. This section of the Plan describes the existing conditions and constraints that influence future land use and development decisions.

**Part II: The Comprehensive Plan** answers the question “Where are we going?” This section of the plan has a 10 to 20 year timeframe. It sets forth goals, objectives and policies that will guide development decisions and help achieve the Village’s vision of its future. The future land use plan map illustrates the preferred development pattern. The future land use plan is not a zoning map; however it should serve as a guide for mapping zoning districts and establishing specific recommendations with respect to property within the Village. The preferred land use alternatives and land use objectives for areas with future redevelopment potential were also identified. The transportation plan sets forth the basic components of the circulation system and major improvement recommendations. Finally, the implementation section describes the role of the zoning Ordinance and other regulatory tools in implementing the land use and physical development policies established in the Plan.
Part III: Related Planning Documents is a compendium of the Village’s recent planning efforts and is intended to be used as a reference guide for community decision makers. These documents help answer the question “How do we get there?” Strategic planning involves developing detailed programs for carrying out a specific set of actions designed to achieve objectives, within the context of the broad policy outlines contained in the Comprehensive Plan. The documents included in this section are intended to supplement the Comprehensive Plan objectives and policies.
1.4 The Executive and Legislative Branch

**The Village Board**
Elected by the residents of Lincolnwood to function as the executive and legislative branch of government, a Village President, Village Clerk, and six Trustees are elected from the Village electors at large. The Village Treasurer, whose duties primarily consist of advising the Village of financial issues, participating on the Finance Committee and Police Pension Board meetings, and monitoring expenditures, is appointed by the Village President. The Trustees constitute the Village Board, and the Village President along with the Village Clerk preside at all of the Village Board Meetings.

All corporate authorities serve for four years unless they have been selected to complete the unfulfilled term of another elected official. To provide for Village Board stability and continuity, Trustee terms are staggered. Elections are held in early April of each odd numbered year, and the newly elected officials are sworn into office during the first Village Board meeting in May, provided the official canvas of the election is received. To compensate for some of his/her expenses, the Village President receives an annual salary of $20,000 and each Trustee receives an annual salary of $3,000.

Regularly scheduled meetings of the Village Board are held on the first and third Tuesdays of each month, although the Code of Ordinances does provide for certain exceptions. The meeting schedule is approved each year and published for public viewing. All such meetings, as well as meetings of committees, subcommittees and other advisory bodies, are open to the public. However, the Illinois “Open Meetings Act” does provide for Executive Sessions when discussing matters involving Village personnel, lawsuits, or potential lawsuits, to which the Village may be a party, and the acquisition of property. No final action may be taken during Executive Session.

Village Board meetings are conducted according to the parliamentary procedure contained in Robert’s Rules of Order (Appendix D), plus such other rules as may be adopted from time to time. Most votes require only a simple majority of the Village Board present to determine action. However, State law does provide for a higher level of consensus in certain situations (Appendix A). The presence of at least three Village Trustees and the Village President, or four Village Board Members is required to constitute a quorum.

**The Village Board Agenda**
The agenda is the official schedule of topics for consideration, discussion and/or action at regular or special meetings. The Village Board agenda is established on the Friday preceding each Tuesday night meeting, so that elected officials and interested residents may familiarize themselves with the items scheduled for discussion. Action items, pending items, and other reports from standing committees are automatically included on the agenda. In addition, committees may request that the Village Manager list other topics for discussion, although such requests should be communicated to the Village Manager no later than the Tuesday morning before the Village Board meeting.
The basic structure of the Village Board agenda includes various reports of Village Officials, reports of standing committees and reports of special committees. Proposed Ordinances, Resolutions, and other action items are listed under the committee having deliberated on those matters. Citizens wishing to address the Village Board or state a position on agenda items are offered the opportunity to make their presentations during the discussion of that topic. For non-agenda items, citizens may address the Village Board during Public Forum which is towards the end of the meeting. When large numbers of citizens with a common interest are present, the Village Board generally prefers to hear their position as presented by only one or two people.

**Committees, Commissions, and Boards**

An examination of the Village Board agenda indicates the significant role of committees, commissions, and boards in assisting the Village Board with its broad realm of responsibilities. Boards and Commissions are important elements of the Village’s decision-making structure and perform an invaluable function. With six Trustees, the citizens of Lincolnwood are well represented for a community of its size. The Village has a history of well functioning Boards which have thoroughly researched matters within their area of responsibility and therefore leave the Village Board free to address itself to the policy implications of recommended courses of action. Boards and Commissions can also entertain more thorough discussion and input from the public on individual issues. Public hearings are often necessary for proposed Ordinances, especially those of a regulatory nature. If such hearings are conducted at the committee level, the Village Board can be assured that all citizens have had an opportunity to voice their opinions. Like the Village Board, Boards and Commissions have the same requirements under the Illinois Open Meetings Act and can go into Executive Session.

To expedite business and to further assist the Village Board in making its policy decisions and meeting its legal obligations, a number of independent commissions and boards have been created. These include the Beautification Commission, Board of Fire and Police Commissioners, Economic Development Commission, Human Relations Commission, Park & Recreation Board, Plan Commission, Zoning Board of Appeals, Telecommunications Advisory Committee, Traffic Commission, and Emergency Telephone System Board (911).

The Village Board may establish standing committees or special ad hoc committees as may best serve the Village Board’s needs and interest, or the Village Board may meet as a Committee-of-the-Whole to study particular issues.
1.5 The Legal Environment
The Village of Lincolnwood is a municipal corporation established under authority granted by the Constitution of the State of Illinois. The Village was recognized as a Home Rule municipality as the result of a referendum in 1997. As a Home Rule municipality, the Village is given flexibility to establish procedures within guidelines specifically spelled out in the State Constitution. While a non-Home Rule municipality can only do what it is allowed by the state, a Home Rule municipality can do anything as long as it pertains to the Village's own government and affairs, and is not prohibited by the State. Illinois State Statutes establish the general legal parameters by which the Village, as well as all other local governments in the state, operate.

The Code of Ordinances
The Code of Ordinances (Village Code) is the compilation of Ordinances that regulate how the Village will operate. Since Village Ordinances are passed, modified, or repealed on an ongoing basis, the Village Code is located on the Village’s website where they are updated as necessary.

Ordinances and Resolutions
An Ordinance is a law established by the municipal authorities, which formally establishes Village policy and may prescribe penalties for the violation of its provisions. A Resolution is a formal expression of opinion, will, or intent on the part of the Village Board. Ordinances and Resolutions are two of the most important policy-making tools at the Village Board’s disposal. Elected officials have followed the policy that all decisions shall be made in the interest of the community as a whole, with no partiality shown to any single area or group.

Although all Ordinances are laws of the Village, not all of them have the same effect. Ordinances that amend the Village Code have the most impact. These Ordinances create laws applicable to the Village as a whole. However, many Ordinances do not amend the Village Code. Ordinances that do not amend the Village Code affect only specific properties, organizations, and/or events.

A simple majority of the Village Trustees’ voting is sufficient for the approval of Resolutions except as provided otherwise by state statute. When an Ordinance, Resolution, or other expression of policy or intent is considered by the Village Board, the Village President is permitted to vote only if a) where the vote of the trustees has resulted in a tie; or b) where one-half of the trustees have voted in favor of an Ordinance, Resolution or motion even though there is no tie vote; or c) where a vote greater than a majority of the corporate authorities is required by statute or motion.

All Ordinances and all actions creating any liability for the Village or for the expenditure or appropriation of its monies require the majority vote of four Village Trustees (or three Village Trustees and the Village President if it is in an instance in which the Village President votes). After an Ordinance or Resolution is passed by the Village Board, it is submitted to the Village President for his approval. Unless the Village President
disagrees with the spirit or language of the act, he affixes his signature to the original copy. If the Village President disapproves of the Village Board’s action, he must return the document along with his written objections to the Village Board by the next regular meeting. Otherwise, the Ordinance or Resolution will take effect automatically. The Village Board must reconsider every Ordinance or Resolution vetoed by the Village President, but a two-thirds vote of all the Trustees holding office is required to override that veto.

The Village President can also issue Proclamations. Although Proclamations are not laws, they are official formal public announcements. Such Proclamations can give recognition to people and groups through formal statements or declaring a certain day of the year an honor to those recognized.

**Village Board Policy Statements**

Village Board action to guide and determine present and future decisions is considered policy. Village Board policy formally appears in the form of Ordinances and Resolutions. There are, however, Village Board actions which are not drafted into such form but still function as Village policy. In order that the Village Board and the Village Manager’s Office document such policies in the same way, Village Board Policy Statements have been included in this document. These expressions of policy are important as a guide to administrative personnel in responding to citizen service requests or complaints. They assure equitable treatment of all persons in similar circumstances and reduce the need for the Village Board or its committees to take action on an ad hoc basis for all situations not clearly governed by Ordinance or Resolution. Furthermore, written policy statements provide a source of continuity that lend stability in the transition from one group of elected officials to another.

**Home Rule Powers**

The 1970 Illinois Constitution automatically grants home rule powers to municipalities with populations of more than 25,000 or when passed by a Referendum. Home rule units generally have the authority to act in any area not in conflict with, and not limited by the Federal or the State Constitution and/or by powers reserved to the State. Specific grants of power to home rule units include the authority to adopt, alter, or repeal a particular form of local government and to provide for the selection and terms of office for local officials subject to voter approval through a public referendum. Home rule governments are also permitted to concurrently exercise powers and functions with the State and to cooperate with other governmental units in providing services or in conducting other functions of mutual benefit.

As a general rule, Illinois municipalities have tended to use their Home Rule powers conservatively to avoid jeopardizing the privilege of local authority and control. The State retains the power to limit most home rule privileges by a three-fifths vote of the members elected to each house of the General Assembly.
Financial Statements
The 1970 Constitution authorizes the General Assembly to require candidates for and holders of local offices to file financial statements of economic interests. The Illinois State Government Ethics Act provides that:

A candidate for elective office shall file his statement at the time he takes the action necessary under the laws of this State to attempt to qualify for nomination, election, or retention to such office if he has not filed a statement in relation to the same unit of government within a year preceding such action.

Forms for financial statements are available at Village Hall for filing with the County Clerk’s Office. Elected officials must file a financial statement by April 30 of each year.

Administrative Adjudication Process
The Village of Lincolnwood offers Administrative Adjudication as an alternative to Circuit Court. This process addresses a wide range of cases involving violations of municipal ordinances as an alternative to Cook County circuit court. All hearings are held at the Lincolnwood Village Hall Council Chambers. They are intended to expedite resolutions, reduce litigation expenses, and allow the Circuit Court to focus on more serious offenses. These hearings are also more convenient for residents who wish to contest a citation or notice because they are held in the Village of Lincolnwood.

An administrative hearing is a civil (not a criminal) proceeding. Persons found liable through an adjudication process may only be fined and/or ordered to comply. Under the administrative hearing system, an Administrative Hearing Officer hears cases and not the municipal entity that issued the ticket, complaint, or notice of violation. Hearing Officers are required by the State of Illinois to undergo training and be professional, fair, and courteous. The Administrative Hearing Officer is appointed by the Village President with consent of the Village Board. The following list contains types of cases that may be heard in an Administrative Hearing System:

- Red Light Camera
- Parking
- Curfew
- Nuisance
- Alcohol and Tobacco
- Property Maintenance
- Building Code
- Fire Code
- Ordinance Violations
1.6 The Administrative Branch

Click here for more information on Village Departments.

Village Manager’s Office

The Village Board determines municipal policy and directs the affairs of the community through the administrative branch of government. By Village Code Section: 4-3-1, the Village Manager position is created and designated as the Chief Administrative Officer of the Village and is responsible to the Village President and Village Board for the management and operation of all affairs and departments of the Village. The Village Manager is charged with appointing/disciplining all employees and has the responsibility for carrying out the ongoing activities of the Village in accordance with Village Board-approved Ordinances, Resolutions and other policy statements.

The Village Manager’s Office includes the Village Manager, the Assistant Village Manager, and the other Village employees. In addition to the Manager’s Office, there are six major departments to handle a variety of functions and responsibilities.

Finance Department

The responsibilities of the Finance Department include the collection and disbursement of all Village funds, the establishment of purchasing procedures to obtain the best possible value for each dollar expended, the establishment and operating of accounting systems conforming to recognized governmental accounting practices, assistance to the Village Manager in preparing the budget and exercising fiscal control, procurement of adequate insurance, finance of capital improvements, administration of payroll, establishment and operation of data processing, and investments.

Public Works Department

The Public Works Department is responsible for maintaining the facilities of water, sewers, streets, forestry, beautification, solid waste collection and recycling, parking, street lighting and Village-owned properties. Minor constructions activities, and the general “housekeeping” functions (such as keeping streets clean and free of snow, cutting grass and weeds, etc.) are under the supervision of the Public Works Director. The day-to-day operation and maintenance of Village Hall and all Village buildings is performed by this department.

Fire and Police Departments

The Fire and Police Departments are headed by a Fire Chief and the Chief of Police respectively. These individuals are responsible for the administration of the entire public protection section of the budget. The Chief’s have the responsibility of coordinating public safety activities so as to best utilize current resources.

The Fire Department functions in firefighting, fire prevention and emergency first aid including ambulance service. Since 1989, fire services have been provided by Paramedic Services of Illinois, a private contractor. The Department establishes school and hospital fire safety procedures, and inspects public and commercial buildings for fire hazards. The
Fire Department inspects individual homes and residences upon request. Emphasis is placed on prompt responsive emergency services around the clock.

**The Police Department** is involved in crime prevention efforts; youth law education; enforcement of federal, state and local laws and Ordinances; the detection of juvenile offenses and the supervision of offenders; selective traffic enforcement; children’s safety programs; training and deployment of a citizen’s patrol to observe and report criminal activity to the police; and crime detection follow-up and the investigation of all major offenses.

**Community Development Department**
The Community Development Department is a multi-functional department responsible for administering Village building, zoning, development and sign codes. In addition, both long range planning and economic development initiatives are pursued and related programs and projects are managed by the department. Services provided by the department include plan review, permit issuance, and construction inspectional services.

**Parks and Recreation Department**
The Parks and Recreation Department is responsible for a wide array of programs for residents of all ages and interests. The Village's 13 parks host an assortment of recreational programs featuring swimming, tennis, ice-skating and softball. A popular program of activities for senior citizens are also offered, as is a subsidized taxi service available for those age 62 and over. The department's largest annual event is the 5K-10K Turkey Trot, which attracts more than 1,800 runners annually and is seen as one of the premier events of its kind in the Chicago area. It is held on the third Sunday of November each year.
2 **Boards, Commissions, and Committees**

The Village has 10 Boards and Commissions consisting of Village residents whose purpose are to advise the President and Village Board on a variety of matters. The collective knowledge and expertise of these groups of residents help steer the Village into progressive directions. Each member is appointed by the Village President with consent of the Village Board.

Below is a list and description of each Board and Commission:

2.1 **Beautification Task Force** (Seven Members)
The purpose of the Beautification Task Force is to raise the standard of beautification in the Village by promoting, preserving, protecting and enhancing the natural environment and physical appearance of the Village.

Meeting date: As required to discuss beautification.

Staff Liaison: Assistant to the Village Manager

2.2 **Board of Fire and Police Commissioners** (Five Members)
The Board of Fire and Police Commissioners is responsible for the certification and appointment of police officers and sergeants in the Police Department.

Meeting date: As required to address Police Department matters.

Staff Liaison: Chief of Police

2.3 **Economic Development Commission** (Nine Members)
The Economic Development Commission is responsible for the encouragement and facilitation of economic growth within the Village.

Meeting date: the fourth Wednesday of each month (except for March, November, and December when it meets on the Third Wednesday) at 8:00 AM.

Staff Liaison: Director of Community Development

2.4 **Human Relations Commission** (Nine Members)
The Human Relations Commission was created to encourage understanding and respect amongst residents with various racial, ethnic, cultural and religious backgrounds. The Commission sponsors human relations activities throughout the year. These activities provide an opportunity for all residents to celebrate the community's ethnic and cultural diversity.

Meeting date: the second Monday of each month at 7:00 pm.

Staff Liaison: Chief of Police
2.5 Parks and Recreation Board (Seven Members)
The Parks and Recreation Board is responsible for making recommendations on Park and Recreation activities and policies including budgets, fees, major policies and programs.

Meeting date: the second Tuesday of each month at 7:00 PM.

Staff Liaison: Director of Park and Recreation

2.6 Plan Commission (Seven Members)
The Plan Commission serves as an advisory body to the Board of Trustees. Its two main functions are: 1) to oversee land use planning for the Village; and, 2) to conduct certain public hearings. Regarding land use planning, the Commission is charged with updating the Village's Comprehensive Plan and preparing various sub area plans. Public Hearings conducted by the Plan Commission pertain to Special Use requests; Planned Unit Developments (PUD's); and map or zoning text amendments. The Plan Commission also recommends approval of subdivisions.

Meeting date: the First Wednesday of each month at 7:00 PM.

Staff Liaison: Development Manager

2.7 Telecommunications Advisory Commission (Five Members)
Serving as an advisory commission, members review telecommunications regulations and franchise agreements, study matters involving telecommunications technologies and regulations which affect the Village, advise the corporate authorities on matters pertaining to telecommunications, and other related duties.

Meeting date: scheduled when necessary to discuss telecommunication and cable matters.

Staff Liaison: Assistant Village Manager

2.8 Traffic Commission (Seven Members)
The Traffic Commission hears and reviews matters involving parkway parking permits, resident only parking, traffic calming devices, speed humps, speed limits, stop signs, access to Village streets, alley vacations, bicycle safety, pedestrian safety, line-of-sight issues and other traffic safety/control issues.

Meeting date: the fourth Thursday of every month except for November at 7:00 PM.

Staff Liaison: Chief of Police
2.9 **Zoning Board of Appeals** (Seven Members)
The Zoning Board of Appeals serves as an advisory body to the Board of Trustees. Its major function is to conduct public hearings and to consider variation requests pertaining to the zoning code. The Zoning Board of Appeals is comprised of seven members who are Village residents.

Meeting date: the third Wednesday of every month at 7:00 PM.

Staff Liaison: Development Manager

2.10 **Emergency Telephone System Board E-9-1-1** (Six Members)
The Emergency Telephone System Board is appointed to govern the Enhanced 911 Fund and manage the 911 emergency telephone system upgrades, and recommend the hiring, on a temporary basis, of any staff necessary for the implementation or upgrade of the system.

Meeting date: As required to address 911 matters

Staff Liaison: Chief of Police

2.11 **Standing Committees**
The following are the standing committees of the Village Board:
- Committee on Finance
- Committee on Fire and Water
- Committee on Long Range Planning
- Committee on Ordinances, Rules and Building
- Committee on Police, License and Health
- Committee of the Whole

Each standing committee consists of three Village Trustees appointed by the Village President, with the advice and consent of the Village Board. The Village President appoints one of the members of each committee to serve as chair of the committee. Such appointments are with the advice and consent of the Village Board.

Committee meetings are held at such times and places as may be necessary for the proper accomplishment of Village business, at the call of the Chairman of such committee. Notice of Committee meetings are given in the manner provided by law. Any report of a Committee shall be deferred, for final action thereon, to the next regular meeting after the report is made, upon the request of any two members of the Village Board.
3 LINKS TO VILLAGE BOARD APPROVED PLANS AND POLICIES

Click here to view any of the following documents

3.1 Comprehensive Plan
3.2 Strategic Planning Report
3.3 Financial Policies
3.4 Enterprise Funds Policy
3.5 Communications Policy
3.6 Donation Policy
3.7 Street Banner Policy
3.8 Non-Unionized Employee Compensation Program
3.9 Personnel Manual
3.10 Lincoln Avenue Task Force Plan
3.11 Lincoln Avenue Streetscape Plan
3.12 Beautification Plan
3.13 Bikeway Plan
3.14 Channel Runne (Centennial Park) Master Plan
3.15 IT Strategic Plan
3.16 Zoning Code
3.17 Current Fiscal Year Budget
3.18 Vision 2020
3.19 2007 Citizen Survey Summary
3.20 Alley Vacation Policy
3.21 Electronic Attendance at Meetings Policy
3.22 Meeting Protocols and Procedures

3.23 Park and Recreation Department Strategic Plan

3.24 Policy and Guidelines on Economic Incentives

3.25 Sponsorship Policy
4 LINKS TO USEFUL WEBSITES

Click here to view any of the following website links.

4.1 Village Website
4.2 Code of Ordinances (Village Code)
4.3 Village Staff Directory
4.4 Lincolnwood Chamber of Commerce
4.5 GIS Maps
4.6 List of Legislators in Lincolnwood Area
4.7 School District # 74
4.8 School District # 219
4.9 Lincolnwood Library
4.10 Lincolnwood Chamber Orchestra
4.11 E-Gov Services
4.12 Boards and Commissions Training Video
4.13 Boards and Commissions Training Presentation
APPENDICES

APPENDIX A

STATUTORY REQUIREMENTS FOR VILLAGE BOARD VOTES AND ACTIONS
EXCERPTED FROM THE ILLINOIS COMPILLED STATUTES

The following list is illustrative only and may not be complete.

The affirmative vote of four Trustees is required for passage of all Ordinances and Resolutions or motions except as otherwise provided.

The affirmative vote of five of the corporate authorities (including the Village President) is required in the following instances:

1. To change the setback lines as set forth in municipal Ordinances.

2. To enter into a lease for machinery or equipment to be used by the Village provided that the term of the lease does not exceed five years.

3. (a) To purchase or lease real or personal property for use by the Village, provided that the term of the lease or purchase does not exceed twenty years.

   (b) To enter into a lease-purchase agreement for real or personal property to be used by the Village.

4. To levy a tax higher than that provided by state law for improvement of the waterworks system.

5. Any such contract may be entered into by the proper officers without advertising for bids.

6. Lease or convey any Village property in excess of two years.

7. To accept the high bid or any other bid determined to be in the best interest of the Village for the sale of real estate. However, only a majority if required to reject all bids.

8. To dispose of Village-owned personal property by (a) sale with or without advertising; (b) converting to some other piece of equipment usable by the Village; or (c) by means of a trade-in or a new piece of equipment.

9. To raise the amount of levy above that provided for in State law for the improvement of streets and bridges.
**The affirmative vote of five Trustees is required:**
1. To pass an Ordinance to vacate a street or alley.
2. Other matters as advised by the Village Attorney.

**Other information:**
1. The corporate authorities may by Ordinance compel attendance at Village Board meetings.

2. The Village President or any two Trustees may call a special meeting of the Village Board.

3. The Village President shall not vote except (a) in the event of a tie; (b) if fewer than seven Trustees are present, and where only three of the Trustees elected voted in favor of an Ordinance, Resolution or motion even though there was no tie vote; and (c) where a vote greater than a majority of the corporate authorities is required.

4. Upon the request of any two Trustees present, any report of a committee of the Village Board shall be deferred for final action thereon to the next regular meeting of the Village Board after the report is made.

5. The Village President, if he approves of them, signs all Resolutions and motions which (a) create any liability against the Village; (b) provide for the expenditure or appropriation of Village funds; and (c) provide for the sale of any Village property; the Village President signs all Ordinances. If the Village President disapproves, he shall return the Ordinance, Resolution or motion to the Village Board with his written objections no less than five days after passage for consideration at the next regular meeting. The Village President may disapprove of any Ordinance, Resolution or motion making an appropriation in its entirety or any one of several sums of the appropriation. If the Village President fails to return the Ordinance, Resolution within the specified time, it shall become effective despite the absence of his signature.

6. No vote of the Village Board shall be reconsidered or rescinded at a special meeting, unless there are present at a special meeting as many Trustees as were present when the vote was taken.
APPENDIX B

1970 ILLINOIS CONSTITUTION – HOME RULE PROVISIONS
Powers of Home Rule Units

A. A county which has a chief executive officer elected by the electors of the county and any municipality which has a population of more than 25,000 are home rule units. Other municipalities may elect by referendum to become home rule units. Except as limited by this Section a home rule unit may exercise any power and perform any function pertaining to its government and affairs including, but not limited to, the power to regulate for the protection of the public health, safety, morals and welfare; to license; to tax; and to incur debt.

B. A home rule unit by referendum may elect not to be a home rule unit. An election to change from a Home Rule municipality can only be held once in every 47-month period.

C. If a home rule county Ordinance conflicts with an Ordinance of a municipality, the municipality, the municipal Ordinance shall prevail within its jurisdiction.

D. A home rule unit does not have the power (1) to incur dept payable from ad valorem property tax receipts maturing more than 40 years from the time it is incurred, or (2) to define and provide for the punishment of a felony.

E. A home rule unit shall have only the power that the General Assembly may provide by law (1) to punish by imprisonment for more than six months, or (2) to license for revenue or impose taxes upon or measured by income or earnings or upon occupations.

F. A home rule unit shall have the power subject to approval by referendum to adopt, alter or repeal a form of government provided by law, except that the form of government of Cook County shall be subject to the provisions of the Illinois Constitution. A home rule municipality shall have the power to provide for its officers, their manner of selection and terms of office only as approved by referendum or as otherwise authorized by law.

G. The General Assembly by a law approved by the vote of three-fifths of the members elected to each House may deny or limit the power to tax and any other power of function of a home rule unit not exercised or performed by the State other than a power or function specified in the Illinois Constitution.

H. The General Assembly may provide specifically by law for the exclusive exercise by the State of any power or function of a home rule unit other than a taxing power or a power or function specified in subsection the Illinois Constitution.

I. Home rule units may exercise and perform concurrently with the State any power or function of a home rule unit to the extent that the General Assembly by law does not
specifically limit the concurrent exercise or specifically declare the State’s exercise to be exclusive.

J. The General Assembly may limit by law the amount of debt which home rule counties may incur and may limit by law approved by three-fifths of the members elected to each house the amount of debt, other than debt payable from ad valorem property tax receipts, which home rule municipalities may incur.

K. The General Assembly may limit by law the amount and require referendum approval of debt to be incurred by home rule municipalities, payable from ad valorem property tax receipts, only in excess of the following percentages of the assessed value of its taxable property: (1) if its population is 500,000 or more, an aggregate of three percent; (2) if its population is more than 25,000 and less than 500,000, an aggregate of one percent; and (3) if its population is 25,000 or less, an aggregate of one-half percent. Indebtedness which is outstanding on the effective date of this Constitution or which is thereafter approved by referendum or assumed from another unit of local government shall not be included in the foregoing percentage amounts.

L. The General Assembly may not deny or limit the power of home rule units (1) to make local improvements by special assessment and to exercise this power jointly with other counties and municipalities, and other classes of units of local government having that power on the effective date of this Constitution unless that power is subsequently denied by law to any such other units of local government of (2) to levy or impose additional taxes upon areas within their boundaries in the manner provided by law for the provision of special services to those areas and for the payment of debt incurred in order to provide those special services.

M. Powers and functions of home rule unit shall be construed liberally.

**Intergovernmental Cooperation**

A. Units of local government and school districts may contract or otherwise associate among themselves with the State, with other states and their units of local government and school districts, and with the Federal government to obtain or share services and to exercise, combine, or transfer any power or function, in any manner not prohibited by law or by Ordinance. Units of local government and school districts may contract and otherwise associate with individuals, associations, and corporations in any manner not prohibited by law or by Ordinance. Participating units of government may use their credit, revenues, and other resources to pay costs and to service debt related to intergovernmental activities.

B. Officers and employees of units of local government and school districts may participate in intergovernmental activities authorized by their units of government without relinquishing their offices or positions.

C. The State shall encourage intergovernmental cooperation and use its technical and financial resources to assist intergovernmental activities.
APPENDIX C

“Leading Your Community”

An International City/County Management Association (ICMA) and National League of Cities (NLC) Publication
APPENDIX D

Robert’s Rules of Order


Currently in its eleventh edition and published under the name Robert's Rules of Order Newly Revised (and often referred to using the initialism RONR), it is a widely used parliamentary authority in the English-speaking world.

Parliamentary procedure is the body of rules, ethics, and customs governing meetings and other operations of clubs, organizations, legislative bodies, and other deliberative assemblies. It is part of the common law originating primarily in the practices of the House of Commons of the Parliament of the United Kingdom, from which it derives its name.

In the United States, parliamentary procedure is also referred to as parliamentary law, parliamentary practice, legislative procedure, or rules of order. In the United Kingdom, Ireland, Australia, New Zealand, South Africa, and other English-speaking countries it is often called chairmanship, chairing, the law of meetings, procedure at meetings, or the conduct of meetings. At its heart is the rule of the majority with respect for the minority. Its object is to allow deliberation upon questions of interest to the organization and to arrive at the sense or the will of the assembly upon these questions. Self-governing organizations follow parliamentary procedure to debate and reach group decisions—usually by vote—with the least possible friction.

Rules of order consist of rules written by the body itself (often referred to as bylaws), but also usually supplemented by a published parliamentary authority adopted by the body. Typically, national, state, and other full-scale legislative assemblies have extensive internally written rules of order, whereas non-legislative bodies write and adopt a limited set of specific rules as the need arises.

Parliamentary procedure is based on the principles of allowing the majority to make decisions effectively and efficiently (majority rule), while ensuring fairness towards the minority and giving each member or delegate the right to voice an opinion. Voting determines the will of the assembly. While each assembly may create their own set of rules, these sets tend to be more alike than different. A common practice is to adopt a standard reference book on parliamentary procedure and modify it through special rules of order that supersede the adopted authority.

A parliamentary structure conducts business through motions, which cause actions. Members bring business before the assembly by introducing main motions, or dispose of this business through subsidiary motions and incidental motions. Parliamentary procedure also allows for rules in regards to nomination, voting, disciplinary action, appeals, dues, and the drafting of organization charters, constitutions, and bylaws.