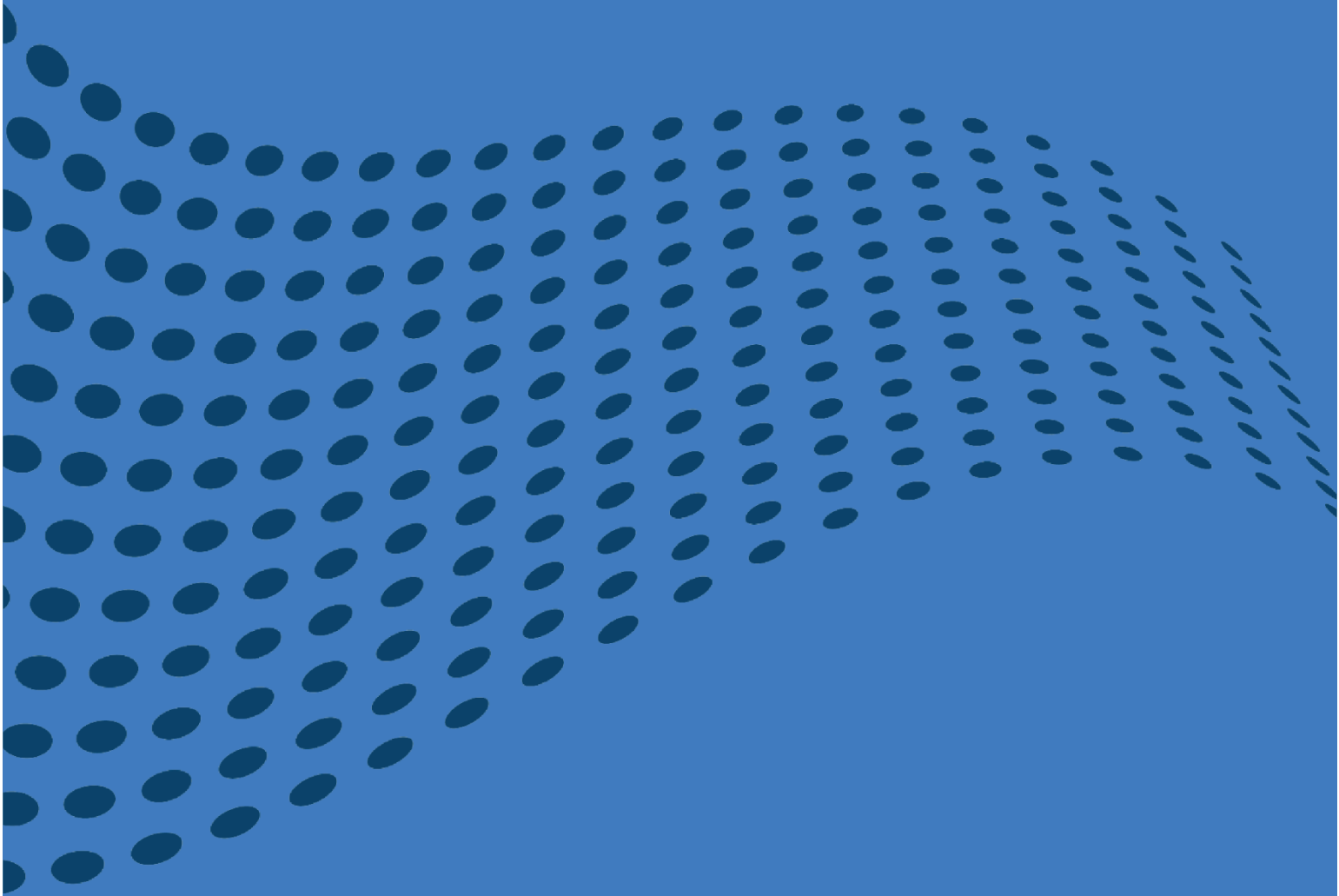




Staff Liaison Guide

for Boards, Commissions, and Councils



Revised November 2021

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Welcome Letter from the Mayor

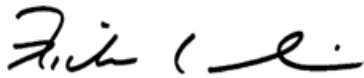
Dear City Staff Liaison,

Thank you for your service to our city boards and commissions. Our boards and commissions are an integral part of the diverse fabric of our community and provide an invaluable service to the city. Having dedicated staff members to serve as the connection between our volunteers and the city is of the utmost importance and I appreciate you offering your time.

Please do not hesitate to contact my office with any questions, concerns, or suggestions. As we move forward in a fresh direction with our advisory boards and commissions, it is important for me to receive feedback so we can continue to improve our processes and communication.

I appreciate you sharing your time and expertise.

Sincerely,

A handwritten signature in black ink, appearing to read "Rich C. Irvin". The signature is fluid and cursive, with a prominent initial "R" and a long, sweeping underline.

Richard C. Irvin
Mayor, City of Aurora

Introduction to the Staff Liaison Guide

As a staff liaison, your support of the board is integral to their ability to carry out the mission and serve Aurora residents. This guide is intended to provide you with general information on the boards, commissions, and councils (BCCs) so we can assist them in the rebuilding process after being off for over a year. BCC members will receive a similar guide, the staff liaison version has a bit more information to help you support the members. The information provided in this document is from the updated city code and applies to all BCCs. Any questions or suggestions for changes are welcome and may be directed to the Mayor's Office at mayorsoffice@aurora.il.us. Thank you for your service, and anything you need please let us know.

General Information for Board, Commission, and Council Members

A member of a City board, commission, or council serves an important role in community life. Pursuant to the City Code, all board and commission members are nominated and appointed with the advice and consent of the Mayor and City Council. Appointments are reviewed by the Rules, Administration and Procedures Committee, forwarded to the Committee of the Whole for full Council discussion, and then to City Council where a vote is taken. An appointment is not final until the City Council has voted to approve the nomination.

By accepting a position on a board, committee, or commission, members agree to abide by the provisions set forth in Division 2-VI-1.

Information for the Staff Liaison

Role of the Staff Liaison

Each board, commission, and council are assigned a staff liaison by the Mayor. Staff liaisons are employees and have knowledge and expertise in the functional area in which the board, committee, or commission is involved. The staff liaison is a non-voting member of the BCC and does not count towards a quorum.

The staff liaison:

- attends all meetings
- ensures the agenda complies with the Open Meetings Act (OMA) all specifications outlined in Chapter 2
- serves as a liaison between the BCC and other departments (as needed)
- provides administrative support as it pertains to financial transactions, including but not limited to processing of payments, check requests, purchases, or donations
- in the event the BCC conducts special events, provides guidance as to how to complete the application and permit process and ensure events are conducted in compliance with the code.
- provides information on new applicants or members to board leadership
- schedules, in conjunction with the chairperson, no less than four meetings a year
- annually review with the BCC any pertinent City or State policies and/or requirements and ensure all policies and procedures are followed

Staff liaisons generally:

- shall not serve as the secretary of the board, unless otherwise provided in the city code
- shall not run the meeting
- are not responsible for agenda items/topics or inviting external stakeholders to attend/present at meetings unless otherwise provided in the city code.

Support for the Staff Liaison

If you need assistance with a matter related to your BCC as a whole or individual members, please inform your department head. The department head may contact the Mayor's Office or the Law Department for assistance and follow up.

The Mayor's Office will host meetings for all staff liaisons no less than twice a year. The meetings will provide a venue to discuss training, upcoming policy changes, and BCC related issues. We'll also exchange ideas to better connect all our various boards/commissions and encourage collaboration.

The Mayor's Office will also hold meetings no less than twice a year with board leadership to inform them of any policy changes, etc., and provide a venue for them to better interact, support, and collaborate. This will also allow city staff to update BCC leadership on any funding opportunities, city events, etc.

Technology

IT will provide access to SharePoint for all BCCs. SharePoint should be used as the central point for document sharing, creation, etc. - which means any BCCs who have an existing system should be prepared to transition their documents. Training may be arranged through IT.

A limited number of BCCs will be given city email addresses for FOIA purposes, but the majority will use their personal addresses.

Equipment (iPads, etc.) will be limited due to available resources, if your BCC has specific needs please work with your department head to identify a funding source.

Strategic Plan

Attached to this guide is a sample strategic plan. While not required, completing the exercise of filling out a strategic plan document and voting to adopt it may provide the BCC a good foundation.

Structure of the Boards, Commissions, and Councils

Each BCC shall have a chairperson, vice-chairperson, secretary, and treasurer (if needed). All officers will participate in an annual training session hosted by the Mayor's Office.

Role of the Chairperson:

- Call meetings to order and chair said meeting
- Assist with the preparation of the agenda
- Coordinate with the staff liaison, and through these individual other members of the city staff, on matters require the attention of the staff
- Communicate with staff on any board/commission specific items that need attention

Role of the Vice-Chairperson:

- Perform the duties of the chairperson in his/her/their absence.

Role of the Secretary:

- Responsible for the preparation and posting of the final agenda a minimum of 48-hours in advance
 - Online will be submitted to WebUpdates@aurora.il.us
 - Paper agenda must also be posted at the physical location of the meeting (if at City Hall, coordinate posting with the staff liaison).
- Record the minutes of the meeting
- Following approval of the minutes, submit to WebUpdates@aurora.il.us for posting on the City's website
- Provide the signup sheet for public speakers
- Keep the time for the public speaking portion of the agenda

Role of the Treasurer (if needed):

- Administer and/or disperse public funds in compliance with the mission of the BCC.
- Maintain records of any transactions.

Role of the City Attorney

The Corporation Counsel is the City's Chief Legal Officer. The Corporation Counsel or an Assistant Corporation Counsel will not regularly attend meetings of most BCCs, but may, on occasion appear to directly offer advice on process or procedures when he or she determines that it is necessary. The chairperson of a BCC may request the assistance of an attorney in the City's Law Department through the staff liaison. The Corporation Counsel or an Assistant Corporation Counsel will review the request and determine how best to respond.

Financial Policies

All BCCs, and the members thereof, which are entrusted with the management of public funds or funds raised from outside sources shall exercise that responsibility appropriately and in compliance with the City's financial policies as the city treasurer may from time-to-time establish.

All funds raised, or utilized, must be used for a public purpose related to the advisory board or commission's primary function or mission. In the case of advisory boards or commissions established to support or enhance the efforts of community organizations and to which the city council appropriates funds for such purposes, said BCCs shall contribute a portion of those funds to promote and support events that are related to its mission or purpose, but that are not hosted or planned by the advisory board or commission.

Fundraising:

- If fundraising is part of a BCC mission, the fundraising account must be located at the Community Foundation of the Fox River Valley (CFFRV).
- The CFFRV will manage the account, allowing for the community to make donations in addition to and outside of any fundraising efforts.
- Funds will be expended from the CFFRV per their standard process.
- The BCC shall make available through their city website information on the fundraising, including specifics about how the funds were expended.
- A report must be made by the BCC treasurer at every meeting and documents will be provided to city staff upon request.

Scholarships:

- All scholarship funds for BCC shall be distributed by the CFFRV.
- The application and student selection process for Cultural and heritage boards will be managed by board leadership under the supervision of the Community Affairs Department.
- Scholarship funds will be managed and disbursed by the CFFRV.
- Any other BCC scholarship program will be managed by the CFFRV.
- All B/C/C's with a budget must adhere to all city guidelines and purchasing policies. BCCs that raise funds to support their mission must also keep an accurate record of any transactions and all supporting documents.
- If you as the staff liaison have any concerns regarding any policies or procedures currently in place with the boards/commissions, please inform both your department head and the Mayor's Office.

Other Accounts

Any BCC interested in opening an account for reasons not provided herein should work through their staff liaison.

For the Record

Robert's Rules of Order

All BCCs will use the parliamentary procedures provided for in Robert's Rules of Order. A quick use guide is provided at the end of this document.

Illinois Open Meetings Act (OMA) 5 ILCS 120

All BCCs of the City of Aurora are subject to the provisions of the Illinois Open Meetings Act (OMA). Training is available online; information is provided upon appointment. Upon completion of training, please submit your certificate to the Mayor's Office at MayorsOffice@aurora.il.us.

Meetings

All BCC meetings shall be public meetings noticed and conducted in accordance with the OMA.

Posting of Meeting Notices and Agendas

Agendas are required to be posted a minimum of 48 hours in advance of the meeting at the physical location where the meeting will take place and on the city website.

The agenda must include the following:

- Name of Board/Commission
- Time/Place/Manner of the meeting
- Call to Order
- Roll Call
- Others Present
- Approval of Minutes
- Public Comment
- Agenda
- Other Business (optional)
- Announcements (optional)
- Closed Session (if needed)
- Adjournment

A BCC may not take final action on any matter not set forth on a meeting agenda. Minutes shall be drafted in accordance with the Open Meetings Act by the board/commission secretary and will be posted to the city website following approval of the BCC at the next meeting.

Determination of Quorum

A quorum shall be a majority of the members appointed to a BCC, excluding vacancies.

Meeting Schedule & Frequency

Each BCC shall determine and provide public notice of the schedule of its regular meetings at the beginning of each calendar year and shall state the regular dates, times, and places of such meetings. BCCs shall meet at least quarterly, but no more frequently than is reasonably required for the board/commission to conduct its business.

Attendance by Means Other than a Physical Presence:

- If a quorum of BCC members is physically present at the location of a duly noticed meeting as required by the Open Meetings Act, the quorum may allow members physically absent to participate in the meeting via audio or video conference, provided the member is prevented from physically attending the meeting due to either:
 - A personal health issue or disability; or
 - The health or disability of an immediate family or household members; or
 - A family or other emergency.
- If a member wishes to attend the BCC meeting by means other than a physical presence, the member should notify the city staff liaison member no less than 24 hours in advance of the meeting, unless such notice is impractical.
- If a member attends a meeting by audio or video conference, it shall be reflected in the meeting minutes.

Meetings without the Physical Presence of a Quorum

A BCC shall not meet without the physical presence of a quorum unless the meeting satisfies all requirements of OMA and the Mayor determines that the meeting of the BCC is in the best interest of the city and necessary to accomplish an essential governmental function.

Public Accessibility and Accommodation of Special Needs

Any individual requesting a reasonable accommodation in order to participate in a public meeting should contact the Mayor's Office at least 48 hours in advance of the scheduled meeting. The Mayor's Office may be reached via telephone at 630-256-3010 or MayorsOffice@aurora.il.us.

Public Comment

Each BCC is required to permit public comment at each of its meetings in accordance with the rules adopted by and recorded by the city council for public comments at its meetings. The subject matter of the public comment shall be further limited to matters within the scope of its duties.

Per the rules of public comment, each BCC is required to provide a sign-up sheet for members of the public to sign up to speak at their meeting. Individuals may sign up to address the BCC up until the meeting is called to order. If members of the public sign up to speak, the secretary of the BCC will read the preamble and announce each individual speaker. A sample sign up sheet and the script for the preamble are attached to this document.

Public Comment Rules

The City of Aurora, Illinois, [BCC Name], a public body as defined by the Illinois Open Meetings Act, 5 ILCS 120/1 *et. seq.*, has adopted these rules providing for the opportunity for persons to address the Committee in the manner and times as set forth below:

1. **In General.** Subject to the provisions of these rules, members of the public shall be permitted to address the BCC on any subject at each of its meetings as of right. The BCC need not and shall not take any vote to authorize members of the public to exercise their rights under these rules.
2. **Individual Time Limitations.** No member of the public may be recognized for the purpose of offering public comment more than once at any single meeting or for a duration longer than three (3) minutes. A member of the public may not "yield" or "share" any portion of his or her allotted three (3) minutes with any other member of the public so as to extend the other person's allotted time beyond three (3) minutes. The BCC's secretary or designee shall monitor the time.

3. **Aggregate Time Limitations.** Total public comment at any committee meeting shall not exceed thirty (30) minutes. The BCC's secretary or designee shall monitor the time.
4. **Interruptions.** The presiding officer (chairperson or vice-chairperson) shall take reasonable steps to ensure that no member of the BCC, City officer or employee, or other member of the public, interrupts a member of the public while addressing the BCC pursuant to these rules. Time spent resolving interruptions shall not be counted against the speaker's allotted time.
5. **Sign-In Sheet.** BCC officers shall offer members of the public a sign-in sheet requesting their name and the item of business (if applicable) they wish to address the BCC on. If a member of the public does not wish to provide his or her name, he or she should provide some other descriptor that the presiding officer can use to recognize him or her for the purpose of addressing the BCC.
6. **Order of Business.** The agenda for all meetings of the BCC shall provide as an agenda item a time for the public to address the BCC on other matters to be considered by the BCC during that meeting as well as a time for members of the public to address the BCC on all other topics. Subject to the time limitations contained in these rules, a BCC shall entertain public comment related to an agenda item at some point prior to its consideration by the BCC. Recognizing some business items will draw more public interest than others and that the extent of the public interest in addressing the BCC may not be known until the BCC convenes, the presiding officer (chairperson or vice-chairperson) shall have the discretion to adjust the BCC order of business as set forth herein to more efficiently accommodate public comment.
 - a. Consideration of Items for Which No Public Comment Will Be Offered First. The presiding officer (Chair or Vice Chair), in his or her discretion, may alter the sequence of business items on the agenda to consider items for which no public comment will be offered first before considering business items for which public comment will be offered.
 - b. Public Comment Prior to All Business Items. The presiding officer (Chair or Vice Chair), in his or her discretion, may entertain all public comment related to agenda business items prior to the consideration of any business item.
 - c. Public Comment Prior to Individual Business Items. The presiding officer (Chair or Vice Chair), in his or her discretion, may entertain public comment related to a business item at the time the committee is considering that item.
7. **Comment by City officials and staff who are not members of the committee or by members of the public with business before the BCC.** The BCC, in its discretion, may call upon City officers and employees and members of the public with business before the BCC to speak to items of business pending before the BCC. Whenever the BCC calls upon such a person to speak to a specific item of business, his or her remarks shall not constitute public comment and the time limitations of these rules shall not apply to their remarks nor shall the duration of their remarks be counted against the time limit set forth in paragraph 3. In all other instances, City officers and employees wishing to offer their comments to the BCC shall be subject to the same rules with respect to their public comments as member of the public at large.

For the Boards, Commissions, or Councils

Upon Appointment

Following approval of their appointment by the City Council, all BCC members will be provided with the following:

- point of contact for the board/commission
- meeting schedule
- open Meetings Act (OMA) training information
- appointing resolution
- code of conduct
- information on Boards/Commissions Guide (short version)
- payroll forms (if needed)

Attendance

If a member is absent from three (3) successive regular meetings without notification, the member will have forfeited their membership.

If a member is absent for fifty percent (50%) or more meetings in a six (6) month period, the secretary of the board or commission shall notify the Mayor's Office.

Bylaws and Rules

An advisory board or commission may adopt its own bylaws and rules as it deems necessary or convenient to conduct its business, as long as they do not conflict with any provision of law or this code.

Code of Conduct

Each member of a board or commission shall be subject to and abide by the requirements of chapter 15 of this code titled the "City of Aurora Ethics Ordinance". Prior to submitting a nomination to a board or commission to the City Council for its advice and consent, the Mayor shall require the nominee to complete a statement that the nominee will adhere to the tenants of a code of conduct, outlined below. The original will be retained in the Mayor's Office, a copy will be provided to the member along with a copy of the appointing resolution. Ethics training will be available annually.

By accepting an appointment to a BCC, the appointee agrees to abide by the following code of conduct:

1. Act in the best interest of the residents of the city;
2. Comply with all applicable statutes, ordinances, bylaws and rules applicable to the advisory board, or commission;
3. Disclose conflicts or any potential conflicts; abstain if necessary;
4. Respect the chairperson and the chairperson's role in maintaining order;
5. Treat other members of the board or commission and the public with courtesy and respect; and
6. Have a teamwork attitude and problem-solving mentality.

Duty to Cooperate:

All member of the BCCs and the BCCs collectively, shall cooperate with all members of their own and other BCCs; City departments, agencies, and employees, local groups, residents, the public, and governmental agencies.

Removal of Members

A member of any board or commission may be removed in the same manner as provided by law for the removal of the appointed officers of the city, as otherwise provided by law, or by resolution of the city council.

Student Membership and Volunteers

To encourage civic responsibility and to provide for hands-on learning experiences, the city council may authorize the appointment of students to serve as members or representatives on a BCC. Unless otherwise provided by ordinance, a student member or representative of a board/commission must be a junior or senior in high school and a resident of the city, provided that the Mayor and City Council may waive this requirement in the absence of otherwise qualified applicants. A student appointed as a member of a BCC shall have full voting rights, a student appointed as a representative to an advisory BCC shall not vote nor be counted for the purposes of determining quorum.

Social Media

An advisory board, commission, or council which maintains any presence on social media shall abide by the social media policies applicable to city departments and employees. The content of social media accounts created by or for the use of any advisory board/commission shall remain confined to the business of the board/commission and shall not be used for the expression of personal opinions or opinions outside of the scope of the responsibilities of the board/commission. Members shall refrain from posting anything personal in nature on official social media pages. The city staff liaison shall always have access to all social media accounts created by or for the use of a BCC.

Excerpt of the City's Social Media Policy

Full Social Media policy is available on the City of Aurora Website www.aurora-il.org

I. Scope and Definitions.

This Social Media Policy applies to all official City of Aurora ("City") social media accounts, including those maintained by the various City departments, and governs the public's usage of City social media, as well as usage by City employees as set forth herein.

"City" means the City of Aurora, which encompasses the Aurora Police Department, and all other departments, divisions, boards, commissions, and committees of the City.

"City Social Media Account" or "City Social Media Pages" shall mean any of the City of Aurora's official and authorized online social media accounts that publish information for consumption by the public and allow for interaction with City residents, as specifically identified below.

"Content" shall mean any post, writing, comment, discussion, material, document, photograph, video, graphic, link, or other information that is created, posted, shared, distributed, or transmitted via social media.

"Employee" shall mean all City representatives, and anyone employed by the City. The term "Employee" encompasses City officers unless specifically omitted in the text.

"Social Media" shall mean any and all internet and mobile-based applications, websites and functions, other than email and whether or not owned or controlled by the City. These venues include social networking sites, forums, weblogs, online chat sites, and video-photo posting sites, or any other such similar output or format. Current examples include Facebook, Instagram, Twitter, and YouTube. This Policy shall also include any new emerging web-based platforms regarded as social media as part of this definition.

"Social Media Administrator" shall mean the City employee or employees expressly designated by the Mayor and/or City Council to monitor, manage, supervise, or control City Social Media Accounts as provided in this Policy.

"Social Media Network" shall mean a private social media platform such as Facebook, Instagram, and Twitter.

V. Boards, Agencies, Committees and Commissions.

5.1 Compliance:

All City Boards, Committees, Commissions and Agencies which maintain an approved Social Media Account must comply with this Policy, and the Chairperson or head of each such body shall ensure compliance in conjunction with the Social Media Administrator.

5.2 Boards, Agencies, Committees and Commissions-Specific Social Media Accounts:

Individual Boards, Agencies, Committees and Commissions may seek to develop their own social media accounts which are specific to their subject matter or needs. Any such social media accounts must be approved by the Social Media Administrator in accordance with Section 3.2 of this Policy, and any such accounts already in existence as of the date of adoption of this Policy must be reviewed by the Social Media Administrator. Boards, Agencies, Committees and Commissions-Specific accounts should be focused and limited in scope and topic to the subject matter of the body and should complement rather than supplement the primary City Social Media Accounts. Each such Board, Agency, Committee or Commission that maintains a City Social Media Account must develop a list of members of its body or members of City staff who have the authority to access, control, and manage content on the Social Media Account. The list of board members and/or staff with such authority must be provided to the Social Media Administrator and kept current and up to date at all times.

5.3 Compliance with the Open Meetings Act (5 ILCS 120/1, *et. seq.*):

Any use of City Social Media Accounts, including those maintained by a City board, agency, committee or commission, and/or by elected or appointed officials of a public body must comply with the Open Meetings Act (5 ILCS 120/1, *et. seq.*), in that no discussion or interaction of a majority of a quorum of that body constituting a “meeting” as defined by the Act shall occur. Additionally, no content posted to any City Social Media Account may serve as the official notice or agenda required by the Act. Any questions regarding compliance with this Section or the Open Meetings Act shall be referred to the Law Department.

VI. Standards for City Social Media Accounts.

6.1 Scope:

The standards and requirements set forth in Section VI apply to all City Social Media Accounts, including all department, division, committee, commission, board, or agency- specific sites.

6.2 Purpose of City Social Media Accounts:

Unless otherwise noted, all City Social Media Accounts are established for the purpose of communicating with the public, and relaying information that is relevant to the City of Aurora and its residents.

6.3 Limited Public Forum Designation:

Unless otherwise noted, all City Social Media Accounts constitute limited public forums, in that they are open for limited discussion and interaction with and by the public to the extent that such discussion is relevant to the City of Aurora and the topic at hand. The Social Media Administrator may elect to allow for comments or discussion by members of the public to be posted to City Social Media Pages. Content posted to City Social Media Pages, including any such comments, questions, or discussion from members of the public must be relevant to the initial post or subject matter of the page.

6.4 Creation and General Format of Social Media Pages:

City Social Media Accounts must be created using official City-issued email accounts or other contact information provided by Employee(s) who have authority to do so. City Social Media Pages must contain the official City logo, or approved Department, Division, Committee, Board, or Commission logo, which identifies the page as either the official City Social Media Page, or a Social Media Page administered by a City department or division. All City Social Media Pages must contain contact information prominently displayed. Any links placed on City Social Media Pages must link only to a resource on the City's website; another City Social Media Page; a state, federal, or local government site; an educational website; an organization with an official partnership or business relationship with the City; or an official media source.

6.5 Authority Required to Post, Edit, or Alter Content:

Only those City Employees and agents with authority to post on the City's behalf, as determined by the Social Media Administrator, or the head of each department or division maintaining its own Social Media Account, may post, edit, or alter Content on the City's Social Media Accounts. Those with such authority must ensure their use of City Social Media Accounts complies with all provisions of this Policy, and are prohibited from sharing City Social Media Account passwords with, or providing access to, with any unauthorized employees, agents, or individuals. Passwords for City Social Media Accounts must be kept secure at all times. An Employee's authority to post, edit, or alter Content may be rescinded at any time by the Social Media Administrator or the head of each department or division maintaining its own Social Media Account.

6.6 Approved Content:

In order to protect the integrity of the City's Social Media Accounts, and in accordance with the law on limited public forums, only Content which is relevant to the City of Aurora and the subject matter or purpose of the Social Media Account is permitted.

6.7 Removal of Content by City:

Based on the limited public forum designation set forth in Section 6.3 of this Policy, the City reserves the right to remove, in a viewpoint neutral manner, any unauthorized Content from its Social Media Accounts that does not conform with the requirements of this Policy. Content which contains obscene speech or speech inciting criminal conduct will not be permitted and may be subject to removal. Content will not be reviewed or removed based on viewpoint alone.

The Social Media Administrator, or his or her designee, is responsible for effectuating any such removal in a viewpoint neutral manner. Any removed content must still be retained by the Social Media Administrator, unless it meets the requirements for destruction set forth in Section 6.9 of this Policy. Accordingly, in order to retain removed content, the Social Media Administrator is responsible for developing a system or procedure for saving and maintaining any such Content that has been removed. Any questions regarding whether Content may or may not be removed and/or destroyed should be directed to the Law Department.

When the City removes Content of a person who is not an Employee, or someone authorized to act on the City's behalf, the Social Media Administrator must make an attempt to notify the person of the removal. The person may appeal the decision under the procedure set forth in Section 10.1 of this Policy.

6.8 Removal of Content by Social Media Network:

The City is not responsible for a Social Media Network's unilateral removal of Content. A Social Media Network may elect to remove Content from City Social Media Pages for violations of its own private policies and procedures for social media content and discussion.

6.9 Retention or Destruction of Content:

Content posted to City Social Media Accounts, whether by City employees, officials, and agents, or by members of the public in response to a post, including comments and discussion on any posting, may constitute a "public record" as defined by the Local Records Act (50 ILCS 205/1), so that it must be retained and not deleted, altered, or destroyed without approval from the Local Records Commission through the City's approved retention schedules. Therefore, even Content that is removed in accordance with Section 6.7 of this Policy must be retained in accordance with applicable retention schedules for such records.

Only the Social Media Administrator, or his or her designee, after consulting with the City Clerk and Law Department, is authorized to delete or destroy Content from City Social Media Accounts. Any questions regarding whether Content may be deleted, altered or destroyed should be directed to the City Clerk and Law Department.

6.10 Open Records:

State law governs whether Content on City Social Media Pages, including lists of subscribers and posted communications, constitutes a "public record" so as to make such Content subject to public disclosure under the Illinois Freedom of Information Act (5 ILCS 140/1, *et. seq.*; "FOIA"). The Social Media Administrator, or the appropriate department, division, board, commission, or committee of the City maintaining the account or site is responsible for working with the City's FOIA Specialist and/or City Clerk in order to respond to FOIA requests for records on or involving social media.

6.11 Open Meetings and Public Business:

State law governs whether communications must be discussed in an open meeting or whether communications, even electronically, between members of a public body may constitute a "meeting." Therefore, any use of City Social Media Accounts, including those maintained by a City board, agency, committee or commission, and/or by elected or appointed officials of a public body must comply with the Open Meetings Act (5 ILCS 120/1, *et. seq.*), in that no discussion or interaction of a majority of a quorum of that body constituting a "meeting" as defined by the Act shall occur. Additionally, no content posted to any City Social Media Account may serve as the official notice or agenda required by the Act. Any questions regarding compliance with this Section or the Open Meetings Act shall be referred to the Law Department.

6.12 "Blocking" Users Prohibited:

The City is prohibited from "blocking" users of Social Media Networks from accessing, viewing, or engaging in discussion on City Social Media Pages.

IX. Violations of Policy.

9.2 Violation of Policy by Members of City Council, Boards, Commissions, Committees, or Agencies:

Violations of this Policy by members of the City Council, its boards, commissions, committees, or agencies may be deemed acts of malfeasance and cause for sanctions including removal from office,

where appropriate, and authorized or permitted by law or policy. In addition, the City may seek other appropriate relief including, but not limited to, damages or an injunction to enforce compliance.

X. Appeals Process.

10.1 Public's Right to Appeal:

A member of the public, who is not an Employee, may appeal any application of this Policy by submitting a written appeal to the Social Media Administrator within seven (7) business days of the incident being appealed. The appeal must identify the specific action or application of this Policy that is being appealed. Within seven (7) business days of receiving the appeal, the Social Media Administrator shall review the appeal and issue a decision. The Social Media Administrator's decision is subject to review by an administrative hearing officer in accordance with chapter 3 of this code by anyone submitting an appeal under this section. Petitions for review under chapter 3 must be filed with the City Clerk within seven (7) business days of the service of the Social Media Administrator's decision.

This Section may only apply to an Employee when the Employee is acting in his or her personal capacity as a private party and when exercising rights guaranteed by the United States Constitution.

10.2 Employee Remedy:

An Employee acting in his or her official capacity or as a representative of the City should report any concerns regarding this Policy to his or her supervisor, the Director of Human Resources, or the Corporation Counsel.

Sec. 2-414 (c) - Code of Conduct

Prior to submitting a nomination to a board or commission to the City Council for its advice and consent, the Mayor shall require the nominee to complete a statement that the nominee will adhere to the tenants of a code of conduct, outlined below.

By accepting an appointment to a board or commission, the appointee agrees to abide by the following code of conduct:

1. act in the best interest of the residents of the city;
2. comply with all applicable statutes, ordinances, bylaws and rules applicable to the advisory board or commission;
3. disclose conflicts or any potential conflicts; abstain if necessary;
4. respect the chairperson and the chairperson's role in maintaining order;
5. treat other members of the board or commission and the public with courtesy and respect; and
6. have a teamwork attitude and problem-solving mentality.

Printed Name	Signature	Date
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The original document will be kept on file, a copy will be provided to the board/commission member with a copy of their appointing resolution.

Robert's Rules of Order Cheat Sheet

You want to:	You say:	Interrupt Speaker	Second Needed	Up for Debate	Up to Amend	Vote Needed
Adjourn	I move that we adjourn	No	Yes	No	No	Majority
Recess	I move that we recess until...	No	Yes	No	Yes	Majority
Suspend further consideration	I move that we table it	No	Yes	No	No	Majority
End debate	I move the previous question	No	Yes	No	No	2/3
Postpone consideration	I move that we postpone this matter until...	No	Yes	Yes	Yes	Majority
Amend a motion	I move that this motion be amended by...	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	I move that	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another item that is listed above it.

You want to:	You say:	Interrupt Speaker	Second Needed	Up for Debate	Up to Amend	Vote Needed
Object to procedure or personal affront	Point of order	Yes	No	No	No	Chair decides
Request information	Point of information	Yes	No	No	No	None
Object to considering some undiplomatic or improper matter	I object to consideration of this question.	Yes	No	No	No	2/3
Take up matter previously tabled	I move we take from the table...	Yes	Yes	No	No	Majority
Reconsider something already disposed	I move we now (or later) reconsider our action relative to...	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out its scheduled order	I move that we suspend the rules and consider	Yes	Yes	No	No	2/3

The motions, points and proposals listed above have no order. They may be introduced at any time except when considering one of the top three matters listed from the first chart - Motion to Adjourn, Recess or Point of Privilege.

[Insert Logo]

Board, Commission, and Committee Agenda

Name: [insert]

Date: [insert]

Time: [insert]

Location: [insert]

- Call to Order
- Roll Call
- Others Present
- Approval of Minutes
- Public Comment
- Agenda Items (listed)
- Other Business (optional)
- Announcements (optional)
- Closed Session (if needed)
 - Pursuant to (5 ILCS 120/2(XX)(XX)) of the Open Meetings Act
- Adjournment

Sample Strategic Plan Operations Framework

Describe the individual goals in these boxes.

<p>Example: Communications Vision and Mission. Articulate a common goal that all parties are likely to affirm. Communicate the benefits of civilian police oversight. CRB Reports. Website; Social media. Talking Points.</p>	<p>Goal 2:</p>	<p>Goal 3:</p>
<p>Goal 4:</p>	<p>Goal 5:</p>	<p>Goal 6:</p>
<p>Cornerstone: Layout the board, commission, or council cornerstone here.</p>		

Sample Strategic Plan Annual Framework

Describe the individual goals by quarter in these boxes.

Goals	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (July-Sep)	Q4 (Oct-Dec)
Connections				
Communications				
Coalition Building				
Complaints & Compliments				
Collaboration				
Cornerstone	Strategic Plan. Bylaws. Meeting Schedule. Logo. Calendar.			

Public Comment Script

In the event there are speakers signed up to address the BCC, the secretary will read the preamble below prior to the members of the public addressing the body. If there are no speakers, there is no need to read the script.

- [Chairperson or Vice-Chairperson to Board Secretary], do we have any members of the public wishing to offer public comment?

- If yes, then:
 - [BCC Secretary Name], will you please read our rules for public comment?
 - Pursuant to the Open Meetings Act, all persons shall be permitted an opportunity to address the board/commission/council under the rules established and recorded by the City Council. Under our rules, any person may address the [BCC Name] for up to 3 minutes with a maximum of 30 minutes allotted for all public comment. No person, other than the timekeeper or the chair for the purpose of maintaining order, may interrupt a person recognized for public comment during his or her comments. Members of the [BCC Name] shall not engage with nor respond to a speaker during the time set aside for public comment. Staff is directed to follow-up with members of the public with respect to any concerns raised during public comment within the scope of the City's authority following the adjournment of this meeting.

- [Chairperson or Vice-Chairperson to Board Secretary], will you please read the name of the first person to offer public comments this evening?

If not or no more speakers:

- [Chairperson] We will now move on to the next section of the Agenda.

Speaker Sign-in Sheet

Date:

Contact Information Name, Email Address, and Phone Number	Representation Department, Company, or Organization (if any)	Topic Agenda Item # or Subject	Public Comment 3-Minute Limit	Aurora Resident Optional		Registration Date & Time
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes Ward _____	<input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes Ward _____	<input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes Ward _____	<input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes Ward _____	<input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes Ward _____	<input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes Ward _____	<input type="checkbox"/> No	