

# ANNUAL TOWN MEETING

## Get ready for annual town meeting April 12

**F**OR ANNUAL MEETINGS, the law requires that the Township Board adopt an agenda at least 15 days before the meeting. Voters may request an agenda item for consideration by giving written notice of a specific request to the Township Clerk no later than March 1 before the annual meeting. Items not on the published agenda may **NOT** be considered or added to the agenda at the meeting.

**Annual Town Meeting Notice** – Notice of the time and place of holding the annual township meeting shall be given by the township clerk (or in the clerk's absence, the supervisor, assessor or collector) by posting written or printed notices in three of the most public places in the township *at least 15 days before the meeting and, if there is an English language newspaper published in the township, by at least one publication in that newspaper before the meeting.*\* The notice *shall* set forth the agenda for the meeting.

**Agenda** – Not less than 15 days before the annual meeting, the township board shall adopt an agenda for the annual meeting. Any 15 or more registered voters in the township may request an agenda item for consideration by the electors at the annual meeting by giving written notice of a specific request to the township clerk no later than March 1 prior to the annual meeting. The agenda published by the township board shall include any such request made by voters *if* the request is relevant to powers granted to electors under the Township Code.

**Additional Agenda Items** – Any matter or proposal not set forth in the published agenda shall not be considered at the annual meeting other than advising that the matter may be considered at a special meeting of the electors at a later date.

**Supervisor's Annual Financial Statement** – It is the duty of the Township Clerk to post a copy of the supervisor's annual financial statement at the place of holding the Annual Town Meeting. This **MUST** be done at least 2 days before the Annual Town Meeting is held.

**Annual Town Meeting Day** – No Annual (or special) Town Meeting may begin before 6:00 p.m. The Township Clerk, if he/she is present, shall call the meeting to order. After this, the clerk shall call for nominations for a Moderator and the electors present will elect

### Oath of Office

"I do solemnly swear that I will faithfully and impartially discharge the duties of Moderator at this Town Meeting, to the best of my ability."

someone to serve as moderator. Before the moderator enters the duties of office, he/she shall take the oath of office administered by the Township Clerk (see inset box).

**Please note:** The Township Clerk is the **ONLY** township official acting in ANY official capacity at the Annual (or special) Town Meeting. Everyone else present, regardless if they are an elected official or not, are there as electors (voters) and each have an equal vote in each matter voted upon.

**Voting at Annual Town Meeting** – Only registered voters of the township may vote at the annual (or special) town meeting. The township clerk therefore must obtain a list of the township's registered voters from the county clerk prior to the meeting being held. This list must be used to establish who is or isn't a registered voter and able to participate in the meeting.

**Minutes of Annual (or Special) Town Meeting** – After a moderator is elected, the Township Clerk acts as clerk of the meeting and keeps an accurate record of the proceedings at the meeting. The minutes shall be signed by the Township Clerk and the Moderator of the meeting.

**Financial Statement** – It is the duty of the township clerk to read aloud or provide a copy of the unaudited statement of the annual financial statement of the township supervisor to the electors at the annual town meeting.

**Powers of Electors** – There are many powers that the electors **MAY** take at the Annual (or special) Town Meeting. The following page lists all of those powers. You might keep this list of powers available for your annual town meeting.

*\*The last day to publish/post the notice is March 28, 2016.*

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## The Electors Present at the Annual Town Meeting Have the Power To:

1. Take all necessary measures and give directions for the exercise of their corporate powers. (60 ILCS 1/30-25)
2. To fix the hour at which town meetings shall be held. (60 ILCS 1/30-30)
3. To spend monies for preparation of a detailed property record system. (60 ILCS 1/30-45)
4. Make orders for the purchase and sale of property. (60 ILCS 1/30-50)
5. May declare property of the township to be surplus for purposes of donating the property to a historical society or other not-for-profit corporation. (60 ILCS 1/30-53)
6. To authorize the township board of trustees to appropriate monies in excess of the sum provided in the Public Graveyards Act, for the purpose of putting any old, neglected graves and cemeteries in the township in a cleaner and more respectable condition. (60 ILCS 1/30-60)
7. Provide for the decoration and maintenance of graves of persons who at any time served in the armed forces of the United States which are within the township. (60 ILCS 1/30-65)
8. Provide space in any township building for courtroom and office use by Circuit Court. (60 ILCS 1/30-70)
9. To authorize the township board of trustees to exercise the powers conferred by the "Township Zoning Act". (60 ILCS 1/30-75). This does not apply in any county where a county zoning ordinance or resolution is in effect.
10. Offer premiums, and take such action as shall induce the planting and cultivating of trees along the highways in the town, and protect and preserve trees standing along or on highways, and purchase, plant and cultivate along the streets and highways in the township. (60 ILCS 1/30-85)
11. Make rules and regulations for ascertaining the sufficiency of all fences in the town, and determine what shall be a lawful fence within the town; except as otherwise provided by law. (60 ILCS 1/30-90)
12. Prohibit animals from running at large. (60 ILCS 1/30-95)
13. Establish and maintain pounds where deemed necessary. (60 ILCS 1/30-100)
14. Impound animals. (60 ILCS 1/30-110)
15. Construct and keep in repair public wells or other watering places, and regulate the use thereof. (60 ILCS 1/30-115)
16. Prevent the deposit of night soil, garbage or other offensive substances within the limits of the town. This section does apply to refuse disposal facilities regulated by the Illinois State Department of Public Health and the county in which the facilities are located. (60 ILCS 1/30-120)
17. To adopt ordinances regulating standing or parking of recreational vehicles on township roads within each township. (60 ILCS 1/30-125)
18. Declare inoperable motor vehicles a nuisance. (60 ILCS 1/30-130)
19. Authorize the licensing and regulation and direct the location of all places of business of purchasers, traders and dealers in junk, rags and any secondhand article, including motor vehicles, except in cities, villages and incorporated towns in such township which, by ordinance, provide for such licensing, regulation or places of location. (60 ILCS 1/30-135)
20. Regulate hawkers, peddlers, pawnbrokers, itinerant merchants and transient vendors. (60 ILCS 1/30-140)
21. Authorize the township board of trustees to provide mental health services, including services for the alcoholic, the drug addicted, and the mentally retarded, for residents of the township by disbursing existing funds if available by contracting with mental health agencies approved by the Department of Human Services, alcoholism treatment programs licensed by the Department of Public Health, and drug abuse facilities and other alcohol and drug abuse services approved by the Department of Human Services. (60 ILCS 1/30-145)
22. In counties having less than 1,000,000 inhabitants, to authorize the board of trustees to contract with one or more incorporated municipalities lying wholly or partly within the boundaries of such township, or with the county within which the township is located, to furnish police protection in the area of such township that is not within the incorporated area of any municipality having a regular police department. (60 ILCS 1/30-150)
23. Authorize contracts with county sheriff to furnish police protection in unincorporated areas. (60 ILCS 1/30-155)
24. In counties having a population of 1,000,000 or more, to authorize the board of trustees to contract with one or more municipalities in the township or with the county within which the township is located to furnish police protection in the unincorporated area of the township. The board of trustees may declare the unincorporated area of the township a special police district for tax purposes, proof of which authorizes the county clerk to extend a tax upon the special police district in the amount specified in the annual town tax levy, but not to exceed a rate of .10% of the value of taxable property as equalized or assessed by the Department of Revenue. (60 ILCS 1/30-160)
25. Authorize fire protection in unincorporated areas. (60 ILCS 1/30-165)
26. To authorize the board of trustees to contract for the furnishing of mosquito abatement services in the unincorporated areas of the township. (60 ILCS 1/30-170)
27. To authorize the supervisor to file an application for the township and all other bodies politic established by or subject to the control of the electors to participate in the Illinois Municipal Retirement Fund. (60 ILCS 1/30-180)
28. Allow for voters at the Annual Town Meeting to transfer funds from one or more funds to other or different funds, or to the general road and bridge fund or any fund raised by taxation or bonds for road and bridges. (60 ILCS 1/30-185 and 1/245-5)
29. Make all such by-laws, rules and regulations deemed necessary to carry into effect the powers herein granted and may impose fines deemed proper, except when a fine or penalty is already allowed by law. No offense shall be classified in excess of a petty offense. (60 ILCS 1/30-190)
30. Apply all penalties, when collected, in such manner as may be deemed most to the interests of the township. (60 ILCS 1/30-195)
31. Any group of registered voters may request an advisory question of public policy for consideration by the electors at the annual meeting by giving written notice of the specific advisory question to the township clerk in the same manner as required for an agenda item under subsection (b) of Section 30-10. The agenda published by the township board shall include any such advisory question if the request is timely filed. By a vote of the majority of electors present at a town meeting, the electors may authorize that an advisory question of public policy, for which notice has been given as required by this Section, be placed on the ballot at the next regularly scheduled election in the township. The township board shall certify the question to the proper election officials, who shall submit the question in accordance with the general election law.
32. Adopt revised tax schedule for town purposes. (60 ILCS 1/235-5 and 1/235-10)
33. Increase tax rate for road purposes. (605 ILCS 5/6-504)
34. Tax for construction of bridge at joint expense of county and road district and obtain aid from county. (605 ILCS 5/6-508)
35. Request referendum to issue bonds for road purposes. (605 ILCS 5/6-510)
36. Petition for road or road improvements. (605 ILCS 5/6-601)
37. Request referendum to repeal special tax for road purposes. (605 ILCS 5/6-617)
38. Authorize the use of permanent road funds, general road and bridge funds, or town funds for the purpose of collecting, transporting, and disposing of brush and leaves. Allow general road and bridge or town funds to also be used for the purpose of providing disaster relief and support services approved by the township board of trustees at a regularly scheduled or special meeting. (60 ILCS 1/30-117)

