



From Your Associate Director

SUMMER IS OVER! Yes, hard to believe we are back to the fall schedule and gearing up for the Association's annual fall conference. It is a monumental fall for me personally as my oldest daughter, Hannah, is a freshman in high school. I imagined this day coming and I guess did not realize how fast it would be here. My daughter, Caroline, starts 7th grade and my son, Carter, will be in 4th grade. The house has been buzzing all summer but we are ready to settle down into the new school year.

With the completion of the 2010 education program, we are now turning our focus to the month of November. The 103rd Annual Educational Conference is scheduled for November 7-9 in Springfield. A full education session line-up is in my education coordinator article in this month's *Perspective*. I am confident that we have a session for everyone.

There are a few changes to comment on this regarding this year's conference. First, we are working under the theme of "**Township Government—Simply the Best!**" The overall goal of this theme is to encourage Illinois townships to be energetic, inventive and supportive of community-wide programs. We have scheduled a great event for Sunday afternoon in the Prairie Capital Convention Center. As you check in and register, you are given the opportunity to tour a showcase of Illinois wines (and a few samples). You may purchase a bottle or two that you like as well. We have two chefs from the hotels that will provide cooking demonstrations on heart healthy meals. Second, we have many vendors of township services available to promote their products and answer any of your questions.

Last month, we provided information on the conference Blood Drive. If you are able to donate, please contact the TOI office at 866.897.4688 and schedule a time. The Blood Mobile has indicated that without sufficient advance appointments, they may have to cancel. Please call today and schedule your appointment to save a life through donating blood!

On Monday we are hosting various health fair events that will help assess your current health. So, I invite you to take advantage of these and many other

opportunities while attending the vendor exhibits on Sunday and Monday during the conference. We are striving to help keep you and your township—Simply the Best!

Game Night Forecast

The 2010 conference is also providing a new Monday evening activity for conference attendees and guests. This year the association, its divisions, and other sponsors are hosting the first TOIPAC "**TOI GAME NIGHT**". Many activities are being planned to assist in your networking activities with other township officials and staff. We are encouraging everyone to attend this event on Monday evening from 7:00PM–10:00PM. Go out to dinner at one of Springfield's fine dining establishments and return to explore your inner child. The evening hosts a variety of activities for you to network with your association members. The current list of activities includes, but is not limited to, the following:

Two Wii games will be set up in opposite corners of the Hilton Grand Ball Room. Guests will be provided the opportunity to play Wii bowling and other Wii supported games. Challenge your fellow township officials to a game! Chances on the two Wii systems will be available for \$5.00 each. Both will be awarded to a winner at 9:30.

The Silent Auction is returning and is sponsored by TOIPAC. Various auction items will be set around the room and an opportunity to bid on the items will be provided. As in the past we are asking for "paper items" such as tickets – overnight stays, golf packages, etc. The last bid will be taken at 9:00PM and winners will be announced with other event prizes at 9:30. We are now asking for silent auction contributions. Any interested parties can contact me at the TOI office. I can be reached daily at 217.744.2212. All items must be submitted to the TOI office no later than **October 15, 2010.**

Throughout the evening we will be giving various prizes away to attendees. We are in the process of collecting these prizes at this time (i.e. board games etc). Again, if you are interested in donating a prize or

cash donations, please do so by October 15th.

The details and other events on this great evening continue to develop. A complete outline of the event will be printed in the October *Perspective*. TOIPAC normally generates upward of \$8,000 annually with a fundraiser. We are calling on all of you to assist in meeting this 2010 goal. Most importantly, it is an opportunity to network with your current township and others.

I look forward to seeing all of you at the first **GAME NIGHT** event! Please plan to attend and support the activities of TOIPAC!

Question of the Month?

Why do we use Parliamentary Procedure in Township Government?

Answer:

“Just because you have always done it that way—does not always make it right!”

The goal of Parliamentary Procedure is to enable township board meetings to practice good governance. It is to insure that the will of the majority is recognized and the minority is protected from not being heard.

Townships and other organizations are governed, if adopted by guidelines or rules that follow a hierarchy. We encourage you to become familiar with your standing rules and board policies as they are superior to any parliamentary procedure. If your board currently does not have such policies, we encourage you to look further into setting said policies, as it can assist in the progression of meetings and general functions of the township’s administrative structure. It is when these adopted rules of authority are silent that the full intent of parliamentary procedure is applicable.

For the most, parliamentary procedure is used to keep an agenda moving and recognize the formal significance of recognizing the decision at hand and formally taking action. Robert’s Rules of Order 10th edition is the most recent publication. Yes, it is a formal process but can be very beneficial when needed. We encourage all townships to operate meetings under these guidelines.

You may wonder—Who is this Robert? Yes, it has a history. Henry Martyn Robert was an army engineer in the mid to late 19th century. He wrote *Pocket Manual of Rules of Order for Deliberative Assemblies* in 1876 as a result of his own poor performance in leading a church meeting.

The 2010 fall conference is highlighting an educa-

tional session on the use of Parliamentary Procedure. It is important to recognize that a formal process is needed to help the progression of township board meetings. Most importantly, township board meetings should not eliminate the electors from commenting on a township issue, but streamline the rules of access to present that issue.

If you are interested in learning more about parliamentary procedure, visit www.parliamentarians.org. This is the National Association of Parliamentarians web site, with many valuable resources.

*Source: Associations Now/The Volunteer Leadership Issue
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FYI Regarding Township Payroll Taxes

I received a call this past month from a concerned Supervisor regarding the recent notification by the IRS for payroll tax payments. I verified that beginning in 2011, the U.S. Treasury will eliminate the ability for businesses currently using paper Federal Tax Deposit coupons. You are required to make these payments whether over the phone or electronically beginning in January 2011. There are a few exceptions – primarily businesses with \$2500 or less in quarterly tax liabilities that pay when filing their returns. Currently, nearly 98 percent of all business tax dollars are paid electronically through the Treasury’s free electronic Federal Tax Payment System. Research has proven that businesses and government entities utilizing electronic payment methods are 31 times less likely to process an error. It is estimated that this change will save an estimated \$65 million in the first five years. TOI recommends that you contact your auditor or bookkeeper regarding this change.



LIVINGSTON COUNTY Township Officials met July 19 at Baby Bull’s in Pontiac. TOI Associate Director Jerry B. Crabtree updated the group on new requirements of the Freedom of Information Act (FOIA).