



Education Update

MARCH IS HERE and spring is around the corner! Most importantly for township government, the Annual Town Meeting is upon us. April 13, 2010 is that day. I encourage each township in March to start planning for not only the April event, but utilize the promotion of Local Government Week as a way to educate people about the significance of attending the Annual Town Meeting.

Local Government Week (designated as March

7-13) is an excellent time for you to promote the work and activities of your township. One specific and unique way to promote the involvement of the next generation of public servants in township government is to host a contest with township 12th graders (high school senior civics classes) to be the moderator at the April 13 Annual Town Meeting. This is an excellent opportunity to get youth involved in the local government process, as well as highlight in the community the significance of township government.

A check list for YOUR Annual Town Meeting!!

As we look at reasons for the **ANNUAL TOWN MEETING**, we provide a forum for the following:

- To bring township electors to assembly and discuss the business of the township
- To discuss and consider any lawful subject before the township electors/voters
- Provides an opportunity for elected township officials to interact with residents

Ensures accountability and responsiveness to secure township residents' best interest.

The date and time and place of the meeting is set by statute. It is required to be held the second Tuesday in April each year. It must be held after 6 pm. It must be held at a convenient place in the township. Most importantly taking into consideration

- Handicapped Accessibility
- Available Parking
- Adequate seating
- Accommodations
- A time that will attract the most participants

60 ILCS 1

Sec. 30-5.

Annual township meeting.

(a) The annual township meeting in the respective townships for the transaction of the business of the township shall be held on the second Tuesday of April in each year, after 6 p.m., at the place appointed for those meetings. Elections for township ...

(b) Whenever the date designated in subsection (a) conflicts with the celebration of Passover, the township board may postpone the annual township meeting to the first Tuesday following the last day of Passover.

The Public Notice requirements are completed by the Clerk and in his/her absence, the Supervisor *or, in the clerk's absence, the supervisor, assessor, or collector* (60 ILCS 1/30-10). The statement of time, place and agenda are to be approved by the township at a meeting prior to the April Annual Town Meeting.

Written notices must be posted in (3) of the most

public places in the township. If a local newspaper is published in the township, it is required to be printed in that publication. For rural townships with no published newspaper, you can determine the most public place to post the agenda. The agenda can only have items added to the published agenda by a three-fifths majority of the electors in attendance at the meeting.

**Do what works best for your township!
Work to involve your community!**

Some suggestions for a location to post the meeting notice include, but are not limited to, the following:

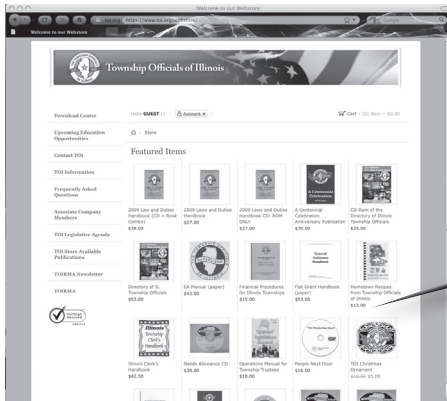
The Clerk is responsible for changing the meeting until a moderator is elected. The Clerk is the **ONLY** elected official acting in an official capacity. All other elected township officials attend the meeting as members of the township.

The selection of the Moderator is an important step in the **ANNUAL TOWN MEETING** process. The moderator is elected by nominations from the floor. The oath of office of moderator is administered by the Clerk. The moderator can be a currently elected township official as they are attending the meeting as a resident of the township and not as an elected official or any resident of the township present at the meeting.

**Town Hall
Police/Fire Station
Municipal Building
Library
Grocery Store
Gas Station
School
Post Office**

TOI Releases New ON-Line Store!

The TOI website has a new look! In our efforts to streamline the website and improve the services provided by the association to our members, we have made a few changes. In January 2010, we released a complete overhaul of the TOI store. You can purchase the publications and many other items distributed by both the Association and its supporting divisions from this on-line store at www.toi.org. Visit the store today and place your on-line order.



Visit the store today! www.toi.org
You can purchase many publications relating to the duties and responsibilities of township officials.

TOI Education Program Update

March 25, 2010 is the next scheduled Education District event. Information on upcoming events is included in this edition of *Perspective*. You can also visit www.toi.org for complete details on the 2010 program.

I call upon all township officials who reside in or are close to Education District 3 in Springfield to complete your registration form today. Remember that you can register by mail or on-line at www.toi.org. In 2010, the divisions and TOI are providing a newly designed program. Help make the year a success by

attending the district event close to you.

Watch the April *Perspective* for an update on the Quincy and Springfield district events!

Update on the Recent Changes to the Cemetery Oversight Act

(HB 1188) Signed by Governor Quinn on January 17, 2010, effective March 1, 2010. This act affects most cemeteries in Illinois and repeals the current Cemetery Care Act and Cemetery Association Act effective March 1, 2010.

The efforts of Ms. LuAnn Johnson and Greg Vogele

with the Alliance of Illinois Cemeterians, in conjunction with the Township Officials of Illinois and the Illinois Municipal League, resulted in successfully including exceptions to the designated process of the original legislation.

In January 2010, I attended the annual convention of the Alliance of Illinois Cemeterians. This conference highlighted the implementation of the Public Act 96-0863. Mr. Brent E. Adams, the Secretary of the Department of Financial and Professional Regulations, addressed the conference on the new regulations covering the administration of Illinois cemeteries. The changes are new and the result is good government. Secretary Adams commented that these regulatory activities should have been performed long ago. The citizens of Illinois deserve protection of their money in regard to pre-need sales of burial services and the final resting place for their loved ones.

Future editions of *Perspective* will provide detailed analysis of how the new law impacts township cemeteries of all sizes. TOI has been assured by Secretary Adams that all forms and administrative responsibilities of local government will be outlined on the department's website and available in rulemaking. Additionally, assistance will be provided both on-line and through a telephone line dedicated to the new program. The administrative rules are currently being drafted.

Most important to note is that **TOWNSHIPS ARE PARTIALLY EXEMPT**. However, you must apply for the exemption. The application process is yet to be released. Please be confident that we will make this information available to all townships as soon as it is available. In the meantime should you have specific questions, please e-mail me at jerry@toi.org or call me at 866.897.4688.

Question of the Month

Question: Under the new Freedom of Information Act (FOIA) changes, who is to be the designated FOIA Officer and what is required by the township board?

Answer: The proposed rules state the following:
... Every public body shall designate the employees, of-

ficers or members who must complete the electronic OMA training (53 Ill. Adm. Code 300)

As a best practice application of the law, TOI has stated that it may be presumed to become the responsibility of the township clerk as the statutorily defined chief recordkeeper for the township. However, it can be any person elected or employed by the township office. The key is to have a person designated to be the compliance officer to ensure that the legislative intent of government transparency is achieved. There can be more than one person assigned as the FOI officer.

Please note that this and other information is available on both the Association's website—www.toi.org and the Office of the Illinois Attorney General www.illinoisattorneygeneral.gov.

County Association Reminder

As we enter the warm season of 2010, please remember the importance of County Associations of Township Officials. If you are a member of a county association that is scheduled to meet, contact me to have the meeting notice placed in upcoming editions of *Perspective*. Additionally, if you would like TOI to assist in securing a speaker for your event, please let me know. You can e-mail the information and speaker request to me at jerry@toi.org.

E-Mail Address Update

TOI is attempting to update our database of e-mail addresses. Please forward your e-mail address to me at jerry@toi.org or Pam Butler at pam@toi.org so that we can verify our database is correct. Updating current addresses or adding new provides the opportunity to communicate electronically with association updates and valuable information. Contact us today!

As we enter spring, remember—Some of the best alternatives are achieved as a result of embracing change! Support the educational programs of the Association and its divisions. Your contributions and attendance at these events help preserve the needed success for the future of township government in Illinois.

—Jerry B. Crabtree

Partnering for Education in Illinois Townships:

2010 Education Program jointly sponsored financially by
the Township Officials of Illinois and

The Supervisors Division • The Clerks Division • The Trustees Division
The Assessors Division • The Highway Commissioners Division
The Tax Collectors Division

Educational District 3

Springfield

Date: Thursday, March 25
Location: Northfield Inn and Conference Center
217-523-7900



Richard J. Winkel, Jr.
Governmental Ethics

Pre Registration Fee: \$40 (includes lunch)

Onsite Registration: \$60 (includes lunch)

Registration Deadline March 19

Time: 8:30 am - 3:30 pm

Seminar Highlights:

7:30 - 8:30 Registration

8:30 - 9:00 Opening Remarks

9:00 - 10:30 **General Opening Session featuring Richard J. Winkel, Jr., former state representative and state senator, and currently director of the Office of Public Leadership in the Institute of Government and Public Affairs and an adjunct professor in the College of Law at the University of Illinois**

10:30 - 10:45 Break

10:45 - 12:00 Division Workshop - Supervisors (Test Your Township Knowledge); Clerks (Overview of Clerks' Duties/Responsibilities); Trustees (Auditing Township Bills); Assessors (A Township Officials' Guide to Property Tax Relief)

12:00 - 1:00 Lunch

1:00 - 2:00 Concurrent Sessions

SESSION A: How To Avoid Costly Penalties under the New FOIA Changes: What Townships need to know in order to be in compliance with recent changes to the Freedom of Information Act

SESSION B: Alternative Revenue Streams for Townships: Finding revenue beyond real estate taxes in township government.

SESSION C: General Assistance Training Institute (GATI) Overview. General discussion of what is required for a township to provide General Assistance

2:00 - 3:00 Concurrent Sessions

SESSION A: How To Avoid Costly Penalties under the New FOIA Changes: What Townships need to know in order to be in compliance with recent changes to the Freedom of Information Act

SESSION B: Alternative Revenue Streams for Townships: Finding revenue beyond real estate taxes in township government.

SESSION C: Working with other units of Local Governments in your jurisdiction. Exploring intergovernmental agreements.

3:15 Ask an Attorney Session

Educational District 7

East Peoria



Bill Morris

Date: Friday, April 16
Location: Embassy Suites
309-694-0200

Pre Registration Fee: \$40 (includes lunch)
Onsite Registration: \$60 (includes lunch)
Registration Deadline April 9

Time: 8:30 am - 3:30 pm

Seminar Highlights:

7:30 - 8:30 Registration
8:30 - 9:00 Opening Remarks
9:00 - 10:30 **General Opening Session featuring William Morris**
10:30 - 10:45 Break
10:45 - 12:00 Division Workshop - Supervisors (Test Your Township Knowledge); Clerks (Overview of Clerks' Duties/Responsibilities); Trustees (Auditing Township Bills); Assessors (A Township Officials' Guide to Property Tax Relief)
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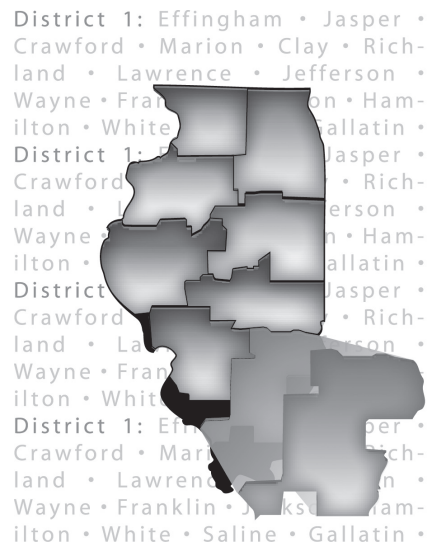
SESSION B: Alternative Revenue Streams for Townships: Finding revenue beyond real estate taxes in township government.

SESSION C: Working with other units of Local Governments in your jurisdiction. Exploring intergovernmental agreements.

3:15 Ask an Attorney Session

Educational District 1

Mt. Vernon



Date: Thursday, May 13
Location: Holiday Inn Convention Center
 618-244-7100

Pre Registration Fee: \$40 (includes lunch)
Onsite Registration: \$60 (includes lunch)
Registration Deadline May 6

Time: 8:30 am - 3:30 pm

Seminar Highlights:

7:30 - 8:30 Registration
 8:30 - 9:00 Opening Remarks
 9:00 - 10:30 **General Opening Session featuring Mike Bazzell**
 10:30 - 10:45 Break
 10:45 - 12:00 Division Workshop - Supervisors (Test Your Township Knowledge); Clerks (Overview of Clerks' Duties/Responsibilities); Trustees (Auditing Township Bills); Assessors (A Township Officials' Guide to Property Tax Relief)
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EDUCATIONAL DISTRICT PROGRAM REGISTRATION FORM

Partnering for Education in Illinois Townships

Please select the Educational District you wish to attend:

Registration is \$40 Per Location Per Person – Onsite Registration is \$60

- ___ #1 Thursday, May 13, 2010 – Mt. Vernon
- ___ #2 Saturday, August 7, 2010 – Fairview Heights
- ___ #3 Thursday, March 25, 2010 – Springfield
- ___ #4 Friday, June 4, 2010 – Bloomington
- ___ #6 Wednesday, June 16, 2010 – Oak Brook
- ___ #7 Friday, April 16, 2010 – East Peoria
- ___ #8 Friday, July 9, 2010 – Rockford



(Note: This is a legal township expense)

County _____ Township _____

Address _____

City _____ State _____ Zip _____

Daytime phone for township contact person _____

Names of those who will attend:

Supervisor _____ Assessor _____

Clerk _____ Hwy Comm. _____

Trustee _____ Trustee _____

Trustee _____ Trustee _____

Collector _____ Other _____

**Please make checks payable to the Township Officials of Illinois and mail to
TOI, 3217 Northfield Dr., Springfield IL 62702**

If you are paying by credit card, only Visa and MasterCard are accepted:

Credit Card Number _____ Exp: _____

Name on Card _____ Signature _____