**THE TOWNSHIP OFFICIALS OF ILLINOIS RECOMMENDED PROCEDURES FOR COMPLIANCE WITH THE DECENNIAL COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT**

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On June 10, 2022, Governor Pritzker signed the Decennial Committee on Local Government Efficiency Act, 50 ILCS 70/1 *et seq*., into law. This law requires Illinois townships, road districts and township multi-assessment districts to convene a committee to study and report on local government efficiency. There are certain actions your entity must take to begin compliance with this law by no later than June 10, 2023.

**WHO DOES THIS APPLY TO?** This new law applies to all township-related governing bodies (Townships, Road Districts, and Multi Township Assessment Districts). It also applies to all other units of local government that levy taxes but excludes municipalities and counties.

**WHAT DO WE HAVE TO DO?** Under this law, you must:

1. Form a committee to study local efficiencies and meet for the first time no later than June 10, 2023;
2. Have the committee meet at least three times;
3. Prepare a written report with recommendations (if any) on
   1. Efficiencies.
   2. Increased accountability; and
4. File the report with the county board.

**WHO HAS TO BE ON THE COMMITTEE?** Section 10(b) of the Act specifies that the committee’s membership shall include the elected or appointed members of the governing board (for townships, that means the Supervisor and Trustees). In addition, it must include any chief executive officer of the Township (such as a Township administrator or manager), or “other township officers.” The committee includes at least two township residents appointed by the Supervisor. The supervisor may also appoint others to serve on the committee if desired. Meetings are to be chaired by the Township Supervisor or his/her designee. Committee members are not compensated but can be reimbursed for any committee-related expenses.

**WHAT DOES THE COMMITTEE HAVE TO DO?**  The Committee is required to meet at least three (3) times, with the first meeting occurring no later than June 10, 2023. The Committee meeting can be the same day as your township board meeting. It can even be a part of your regular township board meeting, provided you list the committee meeting as a part of your agenda and have a majority of the committee members present. All other requirements of the Open Meetings Act (notice, minutes, etc.) also apply to these committee meetings.

**WHAT NEEDS TO HAPPEN AT THESE COMMITTEE MEETINGS?**

The committee must “summarize its work and findings within a written report, which shall include recommendations in respect to increased accountability and efficiency and shall provide the report to the county board in which the governmental unit is located no later than 18 months after the formation of the committee.” 50 ILCS 70/25. The goal is for the Committee to study and report on local government efficiencies. Ultimately, this can be as simple or complex as you make it. We recommend the following:

First meeting: This meeting would essentially be an “organizational” meeting. Identify committee members, set deadlines for next steps, designate different committee members to compile information and identify efficiencies your government currently has in place, and whether there are increased opportunities for efficiency and whether there are additional opportunities for accountability. This would include identifying any intergovernmental agreements you currently have in place, or whether there are additional opportunities for intergovernmental cooperation (sharing equipment, personnel, resources, etc.) Your committee can also discuss at this meeting whether the committee members want to gather and analyze information, or whether you want to employ specialists in public administration and governmental management or other consultants. Keep in mind, however, that this law is an unfunded mandate, so payment for anyone you hire will have to come from your existing funds. See the sample form report we have included so you can get a sense of the information you should be gathering.

Second meeting: We recommend that you use this meeting to take the information you have gathered and compile it into the report. You can identify any additional information you may need to prepare a final report.

Third meeting: We recommend that you finalize and approve the report at your third meeting.

Remember, there is a minimum of three meetings required. You can have as many meetings as you need or want, provided you have at least three. You can have these meetings throughout the year leading up to the report deadline, which is 18 months after your original committee meeting.

Additional Requirements: At the end of each meeting, the committee must “conduct a survey of residents who attended asking for input on the matters discussed at the meeting.” The easiest way to comply with this would be to simply poll the people present at the meeting while at the meeting, but the law also provides that the Committee can survey people by emailing them. (House Bill 4228 – modifying 50 ILCS 70/20).

**WHAT DO WE DO WITH THE REPORT ONCE WE HAVE PREPARED IT?**

Section 25 of the Act requires the Committee to provide its report to the county board.

**ROAD DISTRICTS**

House Bill 4228, which was passed by the Illinois General Assembly on January 5, 2023 became Public Act 102-1136 on February 10, 2023. The new law provides that a highway commissioner of a township road district within a county with a population under 400,000 may form a joint committee with the Township for purposes of the Act, instead of convening separate committee meetings and preparing a separate report.

Joint Committee shall include:

The Township Trustees

The Highway Commissioner

Two (2) residents served by the township /road district appointed by the township supervisor with the consent of the board.

One (1) resident appointed by the highway commissioner.

Township Supervisor who serves as chair of the committee

The joint report consists of two(2) sections

1. Township Report
2. Road District Report

**SAMPLE REPORT for a Single Township**

We have created a sample report that you may use as a guide or the form itself. Your township is not required to use this form. Our hope is not that all townships have a “cookie cutter report,” but that you seriously consider each of the topics specified. We have also included a checklist of policies that townships are required to have, just to flag them for you in case you do not have them. In order to make sure that you properly comply with your government’s obligations under this new law, we suggest that you have your legal counsel review this form to determine whether it is suitable for your township committee’s purposes. TOI will make this form available on its website in a modifiable version.