



Annual Township Meetings

60 ILCS 1/30-5

ATM Brief

(60 ILCS 1/30-5)

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 officers shall be held in accordance with the consolidated schedule of elections prescribed by the general election law.

(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.

(c) Whenever the consolidated election provided for in subsection (b) of Section 2A-1.1 of the Election Code is rescheduled to the second Tuesday in April under Section 2A-1.1a of the Election Code, the annual township meeting shall be held on the third Tuesday in April at the time designated by the electors or the township board, whichever is appropriate.

(d) If the Governor declares a disaster under Section 7 of the Illinois Emergency Management Agency Act and the disaster declaration is effective during the dates designated for a township's annual meeting under subsection (a), (b), or (c), a township board may postpone the annual meeting if circumstances related to the disaster declaration prevent a township from holding its annual meeting. An annual township meeting postponed under this subsection shall be held on the third Tuesday, after 6 p.m., of the month following the expiration of the disaster declaration. If a subsequent disaster is declared under Section 7 of the Illinois Emergency Management Agency Act prior to or one day after the expiration of the disaster declaration upon which the township board based its decision to postpone the annual meeting and the township board intends to proceed with the annual meeting during this subsequent disaster declaration, the township board must consult with and receive written approval from the county health department in order to proceed with the annual meeting during the course of the subsequent disaster declaration.

(Source: P.A. 101-632, eff. 6-5-20.)

The ATM & the Township Clerk

1. Post date of Annual Town Meeting at the beginning of the year when other meeting dates are posted.
2. Accept items requested to be on the ATM agenda for consideration by electors.
3. Receive the Supervisor's Annual Financial Statement thirty (30) days prior to the ATM.
4. Offer the ATM agenda for approval by the Town Board no less than (fifteen) 15 days before the Annual Town Meeting.
5. Publish and post notices of the ATM not less than fifteen (15) days prior to the Annual Town Meeting.
6. Post Supervisor's Annual Financial Statement two (2) days prior to the ATM.
7. Prepare documents for the Annual Town Meeting.
8. Obtain a current list of registered voters in the Township.
9. Call the Annual Town Meeting to order.
 - a) Call for nominations for a Moderator of the Annual Town Meeting.
 - b) May also call for nominations for a Sergeant-At-Arms, and administer oath, as well.
 - c) Call for a vote for Moderator.
 - d) Administer the oath of office to the Moderator.
 - e) Record actions/take minutes of the Annual Town Meeting.

1. Post Date of the Annual Town Meeting at Start of Year

When the Board approves the list of dates for Township meetings for the coming year, include the Annual Town Meeting date. This date is set by law, and barring disasters or holy days, etc., will usually be held on the second Tuesday of April, after 6:00 p.m. Refer to last year's minutes for exact time of meeting agreed upon by the electors.

Publish the approved list in your Township and with newspapers/media in your area. Do not forget the website!

2. Items for Consideration at ATM requested by the Electors

March 1 is usually the last day that any 15 or more registered voters in the Township may request an agenda item for consideration by the electors at the Annual Meeting. (Date is approximately seven weeks before the ATM.)

Written notice of a specific request must be presented to the Township Clerk.

3. Receive Supervisor's Financial Statement

- Within 30 days before the ATM, the Supervisor must prepare and file with the Township Clerk a full unaudited statement of the financial affairs of the township.

4. Offer Draft Agenda to Town Board

Draft agenda of the Annual Town Meeting to be presented to the Board for their adoption. At that time or before, they may add items that can be voted upon by the electors during the ATM. These items may include disposition of certain property, special resolutions to allow actions by the Board, special presentations to citizens or others, etc. Must include any items properly submitted by the electors. This must be done not less than 15 days before the Annual Town Meeting.

5. Publish/Post approved ATM Agenda

- Written or printed notice must be made at least fifteen (15) days prior to the Annual Town Meeting;
- Must be posted in at least three (3) public places;
- And, if there is an English-language newspaper published in that township, must be printed there (this is usually a paid legal advertisement).
- Include on website, according to the law, and share with other social media if that is what your township does.

6. Post Supervisor's Annual Financial Statement

The Supervisor's Annual Financial Statement is to be posted no less than two (2) days prior to the Annual Town Meeting.

7. Prepare Documents for Annual Town Meeting

- Oath(s) of Office (Moderator, Sergeant-At-Arms);
- Script if needed or used;
- Copies of Resolutions for approval;
- Copies of Property Dispositions to be approved;
- Annual Reports of the Township;
- Annual Reports by Trustees, Supervisor or other elected officials;
- Copies of previous year's minutes;
- Copies of the Annual Supervisor's Financial Statements;
- And, any other documents needed for the meeting.

8. Who Can Vote at the ATM?

- Obtain a current list of voters in the Township (within 28 days of the ATM).
- Not all people at an ATM may vote – only current registered voters may vote.
- Responsibility of the Clerk, or his or her designee, to verify voter status on day of ATM.

9. The Annual Town Meeting

- Meeting commences at 6:00 p.m. or thereafter, as determined at the previous year's ATM.
- Meeting called to order by Clerk. He/She may make introductions, lead the pledge of allegiance, introduce those who will post the colors, thank everyone for coming to the ATM, remind everyone to sign in or check with the door for verification, etc.
- Clerk asks for a motion to nominate an ATM Sergeant-At-Arms (SAA) and then Moderator. Asks for a second, then asks for a vote on each motion.
- Invites elected SAA forward and administers oath.
- Invites elected Moderator forward and administers oath.
- Hands gavel to Moderator and steps back while Moderator runs meeting.
- Clerk records actions of the ATM, preparing minutes for the following year's ATM.

Special Notes

- ATM Minutes are not presented to the Board for their approval, but usually prepared and filed until the following ATM. They are to be approved by the electors at the next Annual Town Meeting.
- Any resolutions or determinations made at the ATM are handled and filed in the usual manner by the Clerk, as with any presented at a Board meeting before the Trustees and Supervisor.
- Questions made before the electors and approved at the ATM are to be prepared and forwarded to the Township Board to certify and the question to be submitted to the proper election officials (County) who shall submit the question to the voters in accordance with the general election law.

Hints & Tips

- ✓ Use a minute template for ease of recording. These meetings often move quickly and it may be easy to miss something.
- ✓ Prepare a script for the Moderator. This is a courtesy, especially if it is someone who has not led a group before.
- ✓ Only registered voters may vote at the ATM.
- ✓ Make enough copies for everyone.
- ✓ Remember that this is not a Board meeting and that it is a meeting of the voters of the Township.
- ✓ Items not listed on the agenda may be discussed if agreed by those present, but action may NOT be taken on them.
- ✓ Standard limitations imposed by resolution of the Township limit time a resident may speak during public comment.
- ✓ Make sure the Moderator signs any resolutions or other documents that were voted upon during the meeting. The Supervisor or Trustees cannot sign them. Make sure the oaths of office are signed.
- ✓ The Elected Officials for the evening are the Moderator, SAA, and Clerk. They must be resident voters of the Township.

Special Effects

Some townships make this Annual Town Meeting a very special meeting incorporating some of these ideas:

- Cookies/treats for those present. Try doing a cookie with the township logo imprinted on it.
- Presentations by staff of accomplishments of the departments/items of special note.
- Presentations by Elected Officials of items of interest that occurred in the past year (new roads, Assessor information, etc.).
- Presentations by Trustees and Supervisor of Township-wide initiatives over the course of the past year.
- Souvenir booklets of the history of the Township.
- Lists of past and current elected officials.
- Printed annual report.
- Video presentations.
- Presentation of colors by the VFW, with special Veteran recognitions; by youth groups (Scouts, etc.), or by Township EMS groups, village police or fire squad color guards, etc.

Documents

- Script
- Minutes Template
- Oaths of Office
- Resolutions
- Annual Reports
- Supervisor's Statements
- Etc.

The Annual Town Meeting

QUESTIONS?

Presented by

T.O.I. Clerks Division

President Lisa Hodge

Secretary Katy Dolan Baumer