



CITY OF NAPERVILLE

BOARDS AND COMMISSIONS

GUIDE

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City of Naperville Boards and Commissions Guide

Introduction

Naperville is an active community that strongly relies on community spirit to fill over 150 volunteer positions on almost 20 boards and commissions.

Boards and Commissions are an integral part of citizen participation in local government and an important asset to the City of Naperville for proper growth and development and the long-term stability of the City. The volunteers who serve on these boards and commissions exemplify outstanding community involvement.

Appointments are reserved for incorporated City of Naperville residents and made by the Mayor, with approval from the City Council, based on experience and interest.

Members are chosen to serve, in part, based on their unique background and perspective and they must commit to active, full participation in the role of the group on which they serve.

Like any volunteer opportunity, serving as a board or commission member requires time and effort. Before completing an application to serve on a board or commission with the City of Naperville, applicants are encouraged to consider the following questions:

1. **What are the requirements to serve?**
2. **What is the time commitment?**
3. **Which board(s) or commission(s) are of most interest to me?**
4. **What are the expectations for members?**

Overall, members are expected to come to each meeting prepared to discuss the relevant issues, having reviewed the agenda and any related materials and provided documentation beforehand. **Members must attend at least 75% of all meetings and arrive on time and with an open mind to ensure the meeting is conducted efficiently and fairly.**

The City of Naperville highly encourages potential applicants to attend at least one meeting of the board/commission they intend to apply for to help assess whether the volunteer opportunity is a good fit and to make sure they understand the roles and responsibilities of the board/commission.

Boards and Commissions Listing – Descriptions and Expectations

Please review the following descriptions and expectations carefully to help you determine which boards/or commissions are right for you. **A time commitment rating scale has been assigned to each board and commission. The more bars filled in the scale, the higher the time commitment.**

Advisory Commission on Disabilities: The Advisory Commission on Disabilities is committed to ensuring that every citizen is afforded an equal opportunity to access and participate in City programs, services, facilities and communications. This commission assists the city in the implementation of the Americans with Disabilities Act (ADA), regulations and other laws concerning the elimination of discrimination of disabled persons. Two members of the commission shall have professional expertise in the facets of the commission including the disabled, planning, architecture, transportation, communications, employment, the law, environmental management and safety.

Time Commitment Level: 

Size: 7 members | **Term:** 3 years | **Student Representatives:** Yes

Meeting Day and Time: Wednesday at 6:30 p.m.

Meeting Frequency: Quarterly

Typical Meeting Length: Up to an hour

Extra Meetings/Events Outside Meeting Calendar? No

Expectations: Time spent preparing for meetings is dependent on the agenda. Experience as, or caring for, someone with disabilities provides a great perspective on accessibility issues.

Board of Fire and Police Commissioners: The Board of Fire and Police Commissioners (BOFP) is responsible for selecting and appointing qualified candidates for the positions of Police Officer and Firefighter/Paramedic. The board is also responsible for the promotional process for the Fire Lieutenants and Captains and Police Sergeants, including the testing and selection processes. The BOFP has authority to conduct disciplinary hearings or appeals of disciplinary action of non-probationary officers in the Police Departments. The BOFP is established through Illinois State Statutes, the Illinois Municipal Code and the Naperville Municipal Code.

Time Commitment Level: 

Size: 5 members | **Term:** 3 years | **Student Representatives:** No

Meeting Day and Time: Second and fourth Tuesday of the month at 4 p.m.

Meeting Frequency: Twice a month

Typical Meeting Length: Varies but typically 1 to 2 hours

Extra Meetings/Events Outside Meeting Calendar? Occasionally, additional meetings are needed to facilitate candidate hiring. Commissioners are also expected to be a part of Police interviews which are held during the workday three to four times a year. BOFPC members are also invited to all the swearing-in and promotional ceremonies held by Police and Fire and the annual CAPS event for both departments.

Expectations: *This board position demands a significantly greater time commitment than other boards.* Meeting preparation varies depending on the number of candidates being evaluated but can take 30 minutes to 2 hours. There will be some BOFP duties (such as all-day interviews) during weekday business hours that members must attend.

Building Review Board: The Building Review Board (BRB) assembles on an as needed basis to investigate and make recommendations on variance requests from the City’s building codes. The BRB will also review amendments and updates to the building codes. All members of the board are required to have experience or training in the business of the board, with five seats designated for residents with experience or training in plumbing construction, electrical construction, construction contracting, masonry, and a licensed architect or engineer.

Time Commitment Level:

Size: 9 members | **Term:** 3 years | **Student Representatives:** Yes

Meeting Day and Time: Wednesday at 2 p.m.

Meeting Frequency: Meetings are held on an as-needed basis but typically less than three times yearly.

Typical Meeting Length: Up to an hour

Extra Meetings/Events Outside Meeting Calendar? There are typically no additional meetings; however, when the new building code is being reviewed and considered (likely in 2023), members may be asked to join working groups that would meet 3-4 times to discuss local amendments.

Expectations: Board members can expect to spend one hour reviewing materials and research before the meeting. Members should have a general understanding of the technical aspects of building construction. Good listening skills and an understanding of life safety concerns and design decision impacts are also beneficial.

Emergency Telephone System Board: The Emergency Telephone Systems Board (ETSB) coordinates the implementation, upgrade and maintenance of the emergency telephone system. The board manages the Emergency Telephone System Fund which includes deposits from the E911 surcharge and disbursements for projects associated with the emergency telephone system. The board is comprised of Police, Fire and elected officials from Naperville, Aurora, and North Aurora in addition to two Naperville residents and one Aurora resident.

Commitment Level:

Size: 12 members | **Term:** 4 years | **Student Representatives:** Yes

Meeting Day and Time: Thursday at 3 p.m.

Meeting Frequency: Quarterly

Typical Meeting Length: Up to an hour

Extra Meetings/Events Outside Meeting Calendar? No

Expectations: The board’s function is to review deposits from the E911 surcharge and approve disbursements according to the Emergency Telephone System Act. Any background in public safety or communications technology is beneficial. Board members can expect to spend one hour reviewing materials before the meeting.

Financial Advisory Board: The Financial Advisory Board is responsible for reviewing and providing recommendations on fiscal policies, financial reports and budgets to the City Council. The Board also assists the City Manager and Finance Director on special projects that affect the financial affairs of the City.

Time Commitment Level:

Size: 7 members | **Term:** 3 years | **Student Representatives:** Yes

Meeting Day and Time: Typically, Monday at 6 p.m.

Meeting Frequency: Quarterly

Typical Meeting Length: 1.5 to 2 hours

Extra Meetings/Events Outside Meeting Calendar? Special meetings may be called as topics arise.

Expectations: Board members can expect to spend up to one hour reviewing materials before the meeting. Professionals with either investment experience or general knowledge of business finance are preferred.

Firefighters' Pension Fund Board: The Firefighters Pension Fund Board manages, invests, and controls the Firefighters Pension Fund and all monies pertaining thereto in accordance with statute. The board manages the assets of the fund, accepts members into the fund and approves regular and disability pensions. The board includes two community members, two active firefighters and one beneficiary of the Firefighter Pension Fund elected by their peers.

Commitment Level:

Size: 5 members | **Term:** 3 years | **Student Representatives:** No

Meeting Day and Time: Wednesday at noon

Meeting Frequency: Quarterly

Typical Meeting Length: 2.5 to 3 hours; disability hearings can run longer.

Extra Meetings/Events Outside Meeting Calendar? Additional meetings may be called for a disability hearing or for an action or board approval on a time-sensitive issue before a regularly scheduled quarterly meeting.

Expectations: Board members can expect to spend up to one to two hours reviewing materials before each quarterly meeting; however, disability hearings may require more preparation depending on the number of materials to review. Candidates with exceptional time management skills and experience with Excel and Adobe products are beneficial for this board. Board members are required to complete a 16-hour new trustee training and 8 hours of continuing education annually.

Historic Preservation Commission: The Historic Preservation Commission reviews and makes recommendations on applications for new and expanded Historic Districts and landmarks. The commission also grants or denies applications for Certificates of Appropriateness, guides the development of Historic Building Design Guidelines, and assists in educating residents about available resources for preservation activities. Four members of the commission are owners or residents of the Historic District or a landmarked property. The remainder of the commission is comprised of community members and representatives of the Planning and Zoning Commission, City Council and Naper Settlement.

Time Commitment Level:

Size: 11 members | **Term:** 3 years | **Student Representatives:** Yes

Meeting Day and Time: 7 p.m., day of the week varies

Meeting Frequency: Bi-Monthly

Typical Meeting Length: Meeting lengths can vary depending on the number of cases on the agenda but typically last up to one hour.

Extra Meetings/Events Outside Meeting Calendar? As the commission meets bi-monthly there is the potential for a special off-month meeting to be requested if a resident has a Certificate of Appropriateness ready to be reviewed by the Commission.

Expectations: The preparation time depends on the agenda but typically averages one to two hours. Architects or candidates knowledgeable in architecture are very beneficial to the commission.

Human Rights and Fair Housing Commission: The Human Rights and Fair Housing Commission plays an important role in the development and implementation of City policies related to housing, unlawful discrimination and fair housing. The commission educates and engages the community in efforts to promote increased awareness and understanding, eliminate discrimination, and act as a point of contact for issues related to housing, unlawful discrimination and unfair housing practices. The commission is also responsible for receiving and investigating complaints and alleged violations of the City's human rights and fair housing regulations. Members shall have experience in the various aspects of the duties of the Commission by virtue of their training, life experience or employment. The Commission shall be broadly representative of the City's population and shall include members of Naperville's minority communities.

Time Commitment Level:

Size: 9 members | **Term:** 3 years | **Student Representatives:** Yes

Meeting Day and Time: First Monday of the month at 6:30 p.m.

Meeting Frequency: Bi-monthly

Typical Meeting Length: Up to an hour

Extra Meetings/Events Outside Meeting Calendar? An additional meeting may be called if there are pending cases.

Expectations: Board members can expect to spend up to one hour reviewing materials before the meeting. Prospective members should read the code beforehand to understand issues that may arise.

Liquor Commission: The Mayor is the City of Naperville's Liquor and Tobacco Control Commissioner and is charged with the administration of the State of Illinois' Liquor Control Act, the City of Naperville's Liquor Code and the rules and regulations of the Liquor Control Commission. At the direction of the Liquor Commissioner, the Liquor Commission reviews applications and makes recommendations for licenses, conducts disciplinary hearings and submits findings and recommendations to the Liquor Commissioner. The commission also sends recommendations on liquor policy and procedure changes to the City Council. No member of the commission, or their spouse, parent, sibling or child, shall have any ownership interest in, or be employed by, any Naperville licensed establishment. Liquor Commission appointments are made exclusively by the Mayor and do not require City Council approval.

Time Commitment Level:

Size: 9 members, with one member designated as a hearing officer

Term: Aligns with Mayors term; no term limits | **Student Representatives:** No

Meeting Day and Time: First Thursday after the first Tuesday at 3 p.m.

Meeting Frequency: Monthly

Typical Meeting Length: 1 to 1.5 hours

Extra Meetings/Events Outside Meeting Calendar? Additional meetings are not typical, but a yearly seminar in April requires attendance.

Expectations: Commissioners can typically expect to spend an hour reviewing materials depending on the agenda before the meeting. Site visits are also encouraged. Commissioners are expected to be familiar with local ordinances and state laws pertaining to the alcohol industry. *Commissioners must obtain certification by attending an in-person Naperville Beverage Alcohol Sellers and Servers Education and Training (BASSET) training class within 30 days of their appointment and attend a yearly liquor seminar at the end of April.*

Naper Settlement Museum Board: The Naper Settlement Museum Board ensures that the museum is adhering to its stated mission and serving the best interests of the community at large. The board oversees the development and operations of Naper Settlement as managed by the Naperville Heritage Society; reviewing and recommending annual operating and capital budget requests to City Council. The board also monitors the Settlement’s strategic plan and physical growth per the master site plan. The Naper Settlement Museum Board is comprised of members of the City Council, the community and members of the Heritage Society Board of Directors.

Time Commitment Level:

Size: 9 members | **Term:** 3 years | **Student Representatives:** Yes

Meeting Day and Time: Friday at 8 a.m.

Meeting Frequency: Quarterly

Typical Meeting Length: 1 hour

Extra Meetings/Events Outside Meeting Calendar? Throughout the year the museum has a variety of functions including lectures, exhibit openings, dedications of buildings, concerts, and educational programs that members are invited to attend. While attending every function is not expected, members are encouraged to be present as often as their calendar permits.

Expectations: Board members can expect to spend at least 30 minutes reviewing materials before the meeting. About once or twice per year, during budget and capital project discussions, additional time or information may be needed. Candidates with a passion for culture, history, education, the importance of legacy and community identity and an understanding of the power of public/private partnerships benefit this board.

Naperville Public Library Board of Trustees: The Naperville Public Library Board of Trustees is charged with overseeing the operations of the City library system and expenditure of all library funds. The terms and responsibilities of the board are dictated by Illinois state statutes. (75 ILCS 5/4)

Time Commitment Level:

Size: 9 members | **Term:** 3 years | **Student Representatives:** Yes

Meeting Day and Time: Third Wednesday at 7 p.m.

Meeting Frequency: Monthly

Typical Meeting Length: 1 to 1.5 hours

Extra Meetings/Events Outside Meeting Calendar? Board members are not required to attend additional events but there are opportunities for the board to be involved in community events to represent the Library if they are interested.

Expectations: Board members can expect to spend one hour reviewing materials before the meeting. It is beneficial to have board members representing various facets and demographics of the community to ensure the Library serves everyone. Reading through board policies is a great start to learning more about a public library's foundations.

Planning and Zoning Commission: The Planning and Zoning Commission (PZC) considers land use issues and makes recommendations on zoning and sign variance requests. The PZC plays a critical role in the development process, holding public hearings for new development and redevelopment cases consistent with state statutes. The commission maintains the City's Master Plan and makes recommendations on planning issues for the community. The commission forwards recommendations to the City Council on zoning, land use and subdivision requests.

Time Commitment Level: 

Size: 9 members | **Term:** 3 years | **Student Representatives:** No

Meeting Day and Time: First and third Wednesday of the month at 7 p.m.

Meeting Frequency: Twice a month

Typical Meeting Length: Meeting duration varies from 30 minutes to 4 hours dependent on case complexity, number of cases, public input and commissioner discussion. The bylaws identify meetings to conclude at 11 p.m.; however, most meetings do not go past 9 p.m.

Extra Meetings/Events Outside Meeting Calendar? The PZC chair selects one Planning and Zoning commissioner to serve as a voting member on the Historic Preservation Commission as the PZC representative. If selected, that commissioner would also need to attend all HPC meetings.

Expectations: *This board has the potential to demand a significantly greater time commitment compared to other boards.* Time spent preparing for meetings depends on the number of cases scheduled and the cases' complexity. On average, commissioners should expect to spend about an hour per case reviewing the staff report and any plans/supporting documentation the petitioner provides. Site visits are also encouraged. Familiarity with land use, building construction/site design, architecture, real estate, and application of the City Code would be helpful but are optional.

Police Pension Fund Board: The Police Officer Pension Board manages, invests, and controls the Police Pension Fund and all monies pertaining thereto in accordance with statute. The board manages the assets of the fund, accepts members into the fund and approves regular and disability pensions. The board includes two community members, two active police force personnel and one current beneficiary of the Police Pension Fund elected by their peers.

Time Commitment Level: 

Size: 5 members | **Term:** 3 years | **Student Representatives:** No

Meeting Day and Time: Wednesday at 3 p.m.

Meeting Frequency: Quarterly

Typical Meeting Length: 30 mins to 1.5 hours

Extra Meetings/Events Outside Meeting Calendar? Special meetings could be called for urgent matters and disability hearings.

Expectations: Board members can expect to spend 30 minutes reviewing materials before the meeting. Board members must be highly organized and detail-oriented. Additional training required for any new board member is a 16-hour training course put on by the Illinois Public Pension Fund Association (IPPFA) and ongoing training of 8 hours per year.

Public Utilities Advisory Board: The Public Utilities Advisory Board serves in an advisory capacity to the City Council on rates, budgets and capital improvements for the electric, water and wastewater systems. The board also reviews plans for facilities expansion and system improvements. The role of the board also includes hearing complaints from City of Naperville utility customers regarding claims of violations of their right to privacy and addressing such complaints as appropriate.

Time Commitment Level:

Size: 5 members | **Term:** 3 years | **Student Representatives:** Yes

Meeting Day and Time: Thursday at 5 p.m.

Meeting Frequency: Bi-Monthly

Typical Meeting Length: Up to 2 hours

Extra Meetings/Events Outside Meeting Calendar? Occasionally, a special meeting may be called to review rate studies or new policies.

Expectations: Board members can expect to spend up to two hours reviewing materials before the meeting. Board members should understand utility infrastructure, construction methods and practices, utility service rules and policies and utility rate-making processes. These can all be explained; however, the ideal candidate will have this knowledge from the start.

Riverwalk Commission: The Riverwalk Commission promotes, encourages and guides the development and use of the Riverwalk. The commission includes representatives from the community, Park District, City Council, City staff, and Riverwalk Foundation. The Riverwalk Commission also has a Planning, Design and Construction committee which develops, recommends and implements plans for the expansion, extension and improvement of the Riverwalk in accordance with the development guidelines and studies.

Time Commitment Level:

Size: 12 members | **Term:** 3 years | **Student Representatives:** Yes

Meeting Day and Time: Second Wednesday of the month at 7:30 a.m.

Meeting Frequency: Monthly

Typical Meeting Length: 1 to 1.5 hours

Extra Meetings/Events Outside Meeting Calendar? All Riverwalk commissioners are encouraged to attend the monthly Riverwalk Planning, Design and Construction Committee meetings, which are held eight days prior to the Riverwalk Commission meetings at 7:30 a.m. and last 1 to 1.5 hours.

Expectations: Board members can expect to spend up to 30 minutes reviewing materials before the meeting. Candidates should have a general understanding of the history and the spirit of cooperation in the original development of the Riverwalk and an openness to assess the needs of the Riverwalk and consider changes. Familiarity with the Riverwalk Master Plan is a plus, and skills in finance, construction, planning, and public policy would be valuable.

Sister Cities Commission: The Sister Cities Commission creates a greater understanding of and fosters a lasting friendship between the people of Naperville and its sister cities: Nitra, Slovakia; Cancun, Mexico; and Pátzcuaro, México. The commission supports the goals of the Sister Cities Program including creating opportunities for cultural exploration; providing economic development and trade opportunities; opening a dialogue that addresses mutual issues; and developing partnerships through which we can creatively learn, work and solve problems together.

Time Commitment Level:

Size: 9 members | **Term:** 3 years | **Student Representatives:** Yes

Meeting Day and Time: Wednesday at 6:30 p.m.

Meeting Frequency: Monthly

Typical Meeting Length: Up to an hour

Extra Meetings/Events Outside Meeting Calendar? Yes, at least two annual events are outside of the normal meeting calendar.

Expectations: Board members can expect to spend up to 30 minutes reviewing materials before the meeting. Applicants should view the [Sister Cities information](#) on the City's website. Board members are expected to offer ideas on the goals and objective of the Sister Cities Commission.

Special Events & Community Arts Commission (SECA): The Special Events & Community Arts (SECA) Commission assists, informs and advises the City Council on matters pertaining to the arts, culture, and special events in the City of Naperville. The commission provides recommendations to the City Council on the annual allocation of SECA funds, encourages arts, culture, and special events in the community, and provides recommendations regarding SECA fund policy, procedures, application, vision statement and goals. Five members shall have professional expertise in the various facets of the duties of the board, including business, nonprofit management, arts, social or artistic events, Naperville heritage, diversity and culture.

Time Commitment Level:

Size: 11 members | **Term:** 3 years | **Student Representatives:** Yes

Meeting Day and Time: 5:30 p.m., day of the week varies

Meeting Frequency: Monthly

Typical Meeting Length: 1 to 2 hours

Extra Meetings/Events Outside Meeting Calendar? No, unless the commission decides to review a SECA policy for possible updates and/or changes. When that occurs, a subset of the commission will meet to address the issue(s) and bring recommendations back to the full commission for review and discussion. The commission is also invited to SECA events throughout the year, but attendance is at their own discretion and not an expectation.

Expectations: *This board position demands a significantly greater time commitment than other boards.* SECA is an advisory commission to the City Council. The City Council makes all final decisions. Outside of the annual application period (October to December), board members can expect to spend up to one hour before the meeting reviewing materials. During the grant application period, members must read each grant application and supporting materials. The City receives about 60 applications per year. When a commissioner is first appointed, grant application review may take up to 40 to 50 hours. However, the process becomes more familiar after the first year and takes less time. Based on the mission of the SECA Grant Fund and the types of applications that are reviewed, applicants with an arts or special events/non-profit background are preferred.

Transportation Advisory Board: The Transportation Advisory Board (TAB) reviews, informs and advises the administrative and elected officials of the City of Naperville on transportation matters including roadways, pedestrian and bicycle facilities and public transportation. Four of the members shall have expertise in the various facets of the business of the board and two members shall have a demonstrated interest in bicycle and pedestrian issues.

Time Commitment Level:

Size: 9 members | **Term:** 3 years | **Student Representatives:** Yes

Meeting Day and Time: First Thursday of the month at 7 p.m.

Meeting Frequency: Monthly

Typical Meeting Length: Up to an hour; occasionally, meetings with controversial topics may last over two hours.

Extra Meetings/Events Outside Meeting Calendar? Additional meetings are rare but may occur in special situations involving critical deadlines.

Expectations: Board members can expect to spend 1 to 1.5 hours reviewing materials before the meeting. The typical agenda review time is 1 to 1.5 hours. Additionally, many members make field trips to review specific sites on the agenda. Applicants can review past TAB meeting videos on the City’s website to become familiar with the meeting format and topics. A recording of the last training session for new TAB members can be found at http://naperville.granicus.com/player/clip/1235?view_id=4&redirect=true for further background on the City’s approach to common transportation issues.

Student Appointments: The City offers real-world government experiences to Naperville resident high school students by appointing student members to several boards and commissions. Notice for the student application period is typically sent in late August/early September with a specific application deadline. Interested students should submit an online application and may apply for up to three boards or commissions on which they would like to serve. Chosen students are appointed each October and serve for the school year until May.

Students should anticipate actively participating on the board or commission; therefore, consideration should be given to the time commitment required. The Liquor Commission, Planning and Zoning Commission, pension boards and Board of Fire and Police Commissioners do not utilize student representatives. Students in need of more information should contact the Mayor’s Office at (630) 548-2983.

Application Process

Residents interested in serving on a board or commission must complete an application. Applications are available at www.naperville.il.us/boards. If an application is started but not completed, the applicant will receive multiple reminders to complete the application. The reminder email also informs the applicant that the system will delete the application if it is not completed within 15 days of starting. The applicant can delete the application at any point before submitting it. For more information or assistance with the application process, including the need for a non-digital application, please contact the Mayor's Office at 630-548-2983.

Applications are considered active for 18 months. Applicants are notified when applying that their applications will be kept for 18 months. Applicants are notified via email after 18 months that their application is no longer active, at which time they must reapply if they wish to remain considered for open vacancies.

Vacancies and terms are clearly advertised on the City's website. Applicants can submit for consideration for up to three boards, regardless of whether vacancies exist on that board.

As vacancies occur, the Mayor reviews the currently active applications for that specific board or commission and considers others in the community who may be interested in serving. Upon review, the Mayor will interview selected candidates for each board or commission seat with a focus on interest, experience, specific skills of the board/seat, and enhancing diversity (geography, age, gender, race/ethnicity, culture). The Mayor typically includes City Council liaisons, department directors and/or staff liaisons in the interview and appointment process. Candidates should be well-prepared to share their interest in serving on a board or commission and what steps they have taken to prepare for the role.

After selecting a proposed candidate, the Mayor's Office will transmit the recommended appointment to the City Council with the application at least two weeks prior to the agenda date when the appointment will be considered. During those two weeks, Council members can discuss appointments with the Mayor. The appointment will be considered for approval during a public City Council meeting. Additionally, City Council members can view board and commission applications upon request at any time.

Board and Commission Appointment Information

The following section includes essential information applicants should know regarding City board or commission appointment.

General Information

- All individuals appointed to boards/commissions must reside within incorporated Naperville city limits.
- The Mayor appoints all members of boards and commissions with the approval of the City Council at a public meeting.
- Liquor Commission appointments are made exclusively by the Mayor and do not require City Council approval.
- All members of boards and commissions may be removed at the request of the Mayor and approval of the City Council for any cause which in the opinion of the Mayor and City Council warrants removal, including attendance and code of conduct. Any member who has failed to participate in the business of the board or commission productively may be subject to removal.
- All members of boards and commissions serve without compensation.
- Except for City employees, each member of any board or commission is eligible for membership on only one board or commission at any one time and may not be appointed to, or hold membership on, more than one board or commission at any one time.
- A staff representative is assigned to work with each board/commission to prepare agendas, keep minutes, and provide assistance.
- Each board and commission shall conduct no business unless there is present at least a quorum of its members, which is a majority of the membership.
- The Mayor has the authority and power to appoint each chair of each board or commission, who will serve a one-year term as chair and may be reappointed as chair at the Mayor's discretion.

Attendance

Board/commission members must attend at least 75% of all meetings. Less than 75% attendance may result in removal from a board/commission. An excused absence is defined as a personal or family illness, death in the family, maternity/paternity leave or family emergency.

Terms and Term Limits

Terms for all boards/commissions are three years, unless otherwise noted. All members are limited to two consecutive terms and are not eligible for appointment beyond two consecutive terms. All member terms terminate on May 30 of the year the terms expires. The Mayor, with the approval of City Council, has the authority to appoint persons who are not otherwise eligible because they have already served two consecutive terms to a vacancy and serve solely for the remainder of one unexpired term. If a vacancy occurs, the member appointed to fill the vacancy will serve for the unexpired term. Liquor Commission appointments are not subject to term limits and serve four year terms that align with the Mayors term.

Open Meetings Act (OMA) Compliance

The Open Meetings Act (OMA) is a state law requiring that public body meetings be open to the public except in certain specific, limited situations. OMA also provides that the public must be given advance notice of the time, place and subject matter of the meetings of public bodies. The Illinois OMA is designed to ensure that the public has access to information about government and its decision-making process.

Board and commission members have a duty to ensure that Illinois residents can obtain information about their government. Any person who becomes an appointed board or commission member must complete electronic OMA training no later than the 90th day after taking the oath of office.

Ethics and Code of Conduct

The City of Naperville's Conduct of Members outlines guiding principles and protocols for meetings of all boards and commissions:

1. No board or commission member shall use his/her office or any City employee to promote his/her private enterprises whether compensation is received or not.
2. All members of boards and commissions are subject to ethical requirements contained in [Title 1](#), Chapter 13 of this Code, including Section 1-13-9 (Compliance with the State Officials and Employees Ethics Act).
3. At all times during performance of their official duties, board and commission members shall comply with the City's workplace safety policies, harassment prevention, and respectful workplace policies as set forth in the employee policy manual.
4. Board and commission members shall always demonstrate respect for the opinions of each other, members of staff and members of the audience.
5. All members of boards and commissions shall perform their duties for the benefit of the citizens with integrity and impartiality, without allowing prejudice, favoritism or the opportunity for personal gain to influence their decisions or actions or to interfere with serving the public interest or to interfere with the professional operation of the City.
6. Board and commission members should conduct themselves in a manner that will preserve public confidence in, and respect for, the government they represent and refrain from actions or words that compromise the integrity and reputation of the City.
7. Board and commission members may choose to post and/or comment on various social media sites using their personal accounts. In these instances, it is recommended that the content and tenor of online comments and information posts should model the same decorum displayed during board and commission meetings.
8. Board and commission members shall maintain confidentiality of privileged information and not knowingly disclose confidential information.
9. Board and commission members making statements about City business should clarify that they are speaking for themselves and not on behalf of the board or commission. Board and commission members should also make this clarification when speaking on non-City business and using their board or commission title.

All applicants are required to read the Code section and affirm that they are aware of the requirements and the potential for removal for non-compliance.

Board and commission members are subject to various laws, rules, and policies covered by the State Officials and Employees Ethics Act. These laws and rules are intended to ensure that local government functions are conducted with fairness, honesty and integrity. To act ethically, board and commission members must use City resources in the most productive and efficient way possible and generally only for the work of local government and must avoid placing personal or financial interests in conflict with those of the City.

Freedom of Information Act (FOIA)

The Illinois Freedom of Information Act (FOIA) is a statute designed to provide a more open and accountable government. The premise behind FOIA is that the public has a right to know what the government is doing and that all records in the public body's possession are open to inspection or copying.

FOIA allows access to all public records, including but not limited to reports, letters, memoranda, recordings, e-mail, texts and all other documentary materials about to the transaction of public business, regardless of the device where the document is kept, physical form or characteristics. The specific provisions of FOIA are further discussed in the required State of Illinois Open Meetings Act training.

Statements of Economic Interest

The Governmental Ethics Act requires elected officials, certain employees and members of certain board and commissions to file annual statements of economic interest. Members of the Emergency Telephone System Board, Police Pension Fund Board, Firefighters' Pension Fund Board, Naper Settlement Museum Board, Planning and Zoning Commission, Riverwalk Commission, Sister Cities Commission and Board of Fire and Police Commissioners will be required to file annually.

Task Forces

Besides the formal boards and commissions listed above, several task forces provide information to the City. Task forces are informal, privately organized and led groups that provide valuable input to the City on a specific topic.

The **Accessible Community Task Force** complements the efforts of the Advisory Commission on Disabilities and will look beyond City-owned and operated programs/facilities to assist individuals and private companies.

The **Naperville Downtown Advisory Committee**, also one of the City's task forces, guides the physical improvement and development of downtown Naperville.

The **Naperville Environment and Sustainability Task Force (NEST)** is a group of concerned citizens working to enhance environmental sustainability by creating a climate action plan that will keep Naperville at the forefront of sustainability and climate action. The group submitted the Sustainable Naperville 2036 report to the City, which was discussed by the City Council in summer 2021.

The **Senior Task Force**, which was established in 2014, is helping to address the unique needs of Naperville's growing senior population.

Unlike boards and commissions, the City Council is not involved in appointing those serving on a task force, how the task force is organized, the format of meetings and topics discussed and how task force missions are created and carried out. Task forces have no limitation on residency, participation is voluntary and compliance with Open Meetings Act regulations are not required because task forces are not created or regulated by the City, so they are not public bodies. To learn more about the City's Task Forces, visit www.naperville.il.us/taskforces.

Questions/More Information

If you have any questions or require assistance, please call the Mayor's Office at (630) 548-2983.

Board/Commission Selection, Application and Appointment Checklist

This checklist is designed to make sure you don't miss any crucial steps as you navigate through the board and commissions board and commission selection, application and appointment process.

Pre-Application

Use this checklist to determine which board and/or commission is right for you, and

- Review the Boards and Commissions Guide, including details about individual boards and commissions.
- Consider the following questions:
 - What are the requirements to serve?
 - What is the time commitment?
 - Which board(s) or commission(s) are of most interest to me?
 - What are the expectations for members?
- Attend at least one meeting of the board/commission you are interested in applying for to help assess whether it is a good fit for you and whether you understand the roles and responsibilities.
- Ensure your address is in incorporated Naperville.
- Understand the following expectations of board and commission members:
 - Arrive at each meeting having reviewed the agenda and all related materials and documentation beforehand.
 - Attend 75% of all board and commission meetings.
 - Arrive on time and with an open mind.
 - Help ensure the meeting is conducted efficiently and fairly.

During the Application Period

- Complete an online application at www.naperville.il.us/boards within 15 days of starting the application process. Contact the Mayor's Office at 630-548-2983 if you need a non-digital application.
- Read all emails generated by the application system to ensure you understand how long your application will be active and other details about the process.
- Be prepared for a potential interview by reviewing your interest in serving on a board or commission and what steps you have taken to prepare.

Post-Application (if selected to serve)

- Attend at least 75% of all meetings.
- Complete Open Meetings Act (OMA) training no later than the 90th day after taking the oath of office to serve on a board or commission.
- Continue to review this guide as needed throughout your term.

If you have any questions or require assistance, please call the Mayor's Office at (630) 548-2983.