



2025 Naperville Board and Commission Member Training



June 2025

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The Importance of Boards and Commissions in Naperville

Boards and Commissions Overview

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 City of Naperville residents and are 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.

Importance of Boards and Commissions





Board and Commission Member Responsibilities

Participation and Attendance



- Members are expected to arrive on time, be prepared for, and actively participate in all meetings.



- 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 a family emergency.



- Board and commission attendance is regularly reviewed for all boards.



- If a board or commission member has an outstanding circumstance, please reach out to your staff liaison.

Terms and Term Limits

Terms for all boards are three years, unless otherwise noted.

Members are limited to two consecutive terms on a board.

Members are eligible to serve on another board.

Terms expire on May 30 and members can serve up to 180 days beyond the end of their term while new appointments are completed.

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 Mayor's term.

Reappointments

- At the end of the first term, the staff liaison will review the member's attendance and participation.
- If the board/commission member is below 75% attendance for the previous 18 months, they will not be recommended for reappointment.
- Board and commission members will be asked if they are interested in serving an additional term.
- Reappointment recommendations are subject to approval by the Mayor and City Council.

Ethics and Code of Conduct

1

As a public official, you are subject to various laws, rules, and policies, including those in the Naperville Municipal Code and the State Officials and Employees Ethics Act, which applies to both elected officials and City employees.

2

These laws are intended to ensure that the functions of local government are conducted with fairness, honesty, and integrity.

3

To act ethically, you must use City resources in the most productive and efficient way possible and only for the work of local government.

4

Avoid placing your personal or financial interests in conflict with those of the City.

Ethics

Oath & Municipal Code

Official misconduct (Class 4 misdemeanor & felony)

- Intentionally or recklessly fail to perform any mandatory duty as required by law;
- Knowingly perform an act which they know they are forbidden by law to perform;
- Perform an act in excess of their lawful authority with intent to obtain personal advantage for themselves or another; or
- Solicit or knowingly accept a fee or reward for the performance of any act which they know is not authorized by law.

Political activities prohibited (Class A)

- Government property
- Government employees

Gift Bans

- Regulates “gifts” from “prohibited source”
- Gift – has monetary value; tangible & intangible
- Source - does business w/ the City
- Includes spouses & household
- \$75 food & refreshment daily
- \$100 gift per source per year
- Promptly return or give gift or equal amount to charity
- If there are any questions, please contact the City Attorney.

Conflict of Interest

- Commissioners are prohibited from being financially interested in any contract the Commissioner may be called upon to vote.
- Commissioners are in a fiduciary position requiring faithful performance of duties and are prohibited from using authority to advance individual interests.
- May recuse to avoid the appearance of impropriety
 - Written disclosure filed with City Liaison before meeting
 - Leave the meeting and don't vote
- Naperville Municipal Code, state statute & common law
- If there are any questions, please contact the City Attorney.



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.

Code of Conduct (Naperville Municipal Code 2-1-13)



Transparency

- Good governance requires a high degree of transparency and accountability in all public operations and processes.
- The City strives to promote transparency in all operations by providing as much data through our website. All board and commission members are to:
 - Adhere to the Open Meetings Act
 - Adhere to the State of Illinois' Freedom of Information Act (FOIA)
 - Ensure concise and accurate minutes
 - Disclose potential conflicts or matters under consideration

Improving Meeting Transparency & Engagement

- Meeting locations – Meeting Rooms A, B or C, or Council Chambers
- Designated seating for board members, staff and public
 - Nameplates for board members and staff
- Consistent public forum rules and processes
- Consistent agendas and improved content for agenda items
- Annual reports highlighting accomplishments and challenges
- Audio or video recording of all board and commission meetings (beginning summer 2025)

Freedom of Information Act (FOIA)



- Ensure public access to government records
- Paper & electronic (text, email, DM, etc.) records
- Subject to FOIA if it is related to City business
 - Personal vs. city email account irrelevant
 - Personal vs. city devices irrelevant
 - Includes communications during meetings
- Exceptions: privacy, security, drafts, proprietary trade info, legal advice, etc.
- Community Services Department responds
 - Notification of FOIA request



Meetings: Rules and Participation

Open Meetings Act (OMA)

Public Meeting Required

- **Any** gathering of majority of a quorum **discussing** public business
- Topic within the scope of board or commission
- Even at purely social gatherings you cannot discuss city business with a majority of a quorum

Electronic Communication

- Email, text, social media
- Contemporaneous, interactive

Public View

- *Before the meeting:* 48-hour publication notice of the agenda
- *At the meeting:* Public access and forum
- *After the meeting:* Approval and posting of minutes

Violations

- Criminal: Class C = 30d & \$1,500
- Civil: Lawsuit

Closed session: Generally, not applicable

Quorum

The majority of a public body is required to do business.

If a quorum is not available, the meeting will be cancelled.

- If a quorum is not present, the commission can receive public testimony, if absolutely necessary. No commission discussion should occur.

YOUR ROLE: If you will not be able to attend the scheduled meeting, it is the board or commission member's responsibility to notify your staff liaison at least 48 hours in advance of the meeting so quorum can be verified.

Quorum

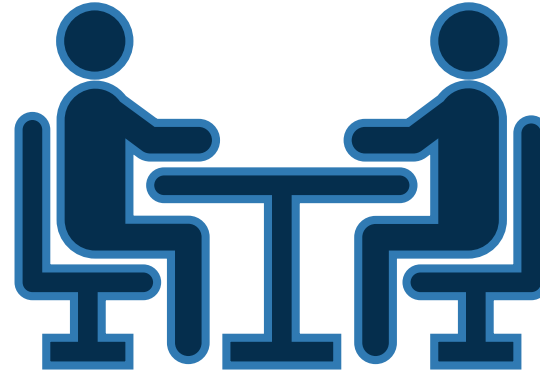
Number of Members	Quorum	Majority of Quorum (OMA)
5	3	2
7	4	3
9	5	3
11	6	4
13	7	4

Remote Participation

- Only permitted in cases of:
 - 1) personal illness or disability;
 - 2) employment purposes or other public business;
 - 3) a family or other emergency; or
 - 4) an unexpected childcare obligation.
- A motion and majority vote of those members physically present is required to allow remote participation.
- Although allowed by municipal code, remote participation is not encouraged and should be viewed as an exception.

Public Participation

- Naperville encourages active citizen participation in City Council and Board and Commission meetings. The input provided by the citizens of Naperville creates a well-rounded discussion that benefits everyone in Naperville.
- Agendas for all meetings are posted and maintained on the City's website: naperville.il.us
- Each meeting allows residents to address the board/commission with issues or concerns.



I want to ...

[View the May 2 North Aurora Road Project Team agenda](#)

[View the May 4 City Council Inauguration agenda](#)

[View the May 5 Human Rights and Fair Housing Commission agenda](#)

[Sign up to speak at or submit a comment for the May 4 City Council Inauguration](#)

[View the May 6 City Council agenda](#)

[Sign up to speak at or submit a comment for the May 6 City Council meeting](#)

Public Participation Rules

- Written comments can be submitted in advance of the meeting.
- Sign-up sheet at the meeting
- The public should sign up for a specific agenda item or public forum for items not on the agenda
- A speaker's time is limited to three minutes unless additional time is granted by the chairperson or a majority vote of the board or commission or designated through specific rules of the commission.
- Board members may ask speakers questions at the conclusion of their comments
- Speakers shall refrain from harassing comments, and members of the audience shall maintain decorum.

Procedures, Motions and Voting

- The chairperson recognizes board members by name before speaking.
- A City staff member, with knowledge of the subject matter, may be asked for an opinion or to provide further information.
- Member makes a motion
- Motion is seconded
 - Debate can occur prior to a motion being made or after a motion is seconded
- Floor open for debate by members
- Chairperson typically calls for a vote

Chairperson's Role



**One year
term and
appointed by
the Mayor**



**Leads and
manages the
meeting**



Sets the tone



**Ensures
proper
procedure**



**Acts as staff
contact**



**Welcomes and
includes student
representatives**



**Ensures
compliance**

(OMA)
Public input

Governing Rules



CITY CODE AND STATE LAW



ROBERT'S RULES OF ORDER



SPECIAL RULES OR
PROCEDURES ADOPTED BY A
BOARD OR COMMISSION, AS
AUTHORIZED BY THE CITY



COUNCIL BY ORDINANCE OR
RESOLUTION



Thank you for serving!