




Sister Cities Commission FOIA and OMA Refresher

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Board and Commission Member Responsibility

- As public official, you are subject to various laws, rules, and policies, including those in the Naperville Municipal Code and in the State Officials and Employees Ethics Act which applies to both elected officials and City employees.
- These laws and rules are intended to ensure that the functions of local government are conducted with fairness, honesty, and integrity.
- To act ethically, you must use City resources in the most productive and efficient way possible and only for the work of local government.
- You must avoid placing your personal or financial interests in conflict with those of the City



Transparency

The City strives to promote transparency in all operations, by providing as much data through our website. All Board and Commission Chairs are to:

- Adhere to the Open Meeting Act;
- Adhere to State of Illinois' Freedom of Information Act (FOIA)
- Ensure a concise record of what occurred and not verbatim minutes;
- Disclose potential conflicts or matters under consideration.

Good governance requires a high degree of transparency and accountability in all public operations and processes.

Open Meetings Act

- All members required to take OMA training
- Public meeting required
 - any gathering of majority of a quorum discussing public business
 - Topic within the scope of board or commission authority
 - Purely social gatherings
- Electronic communications
 - Email, text, social media (Remind, GroupMe, etc)
 - Contemporaneous, interactive
- Violations
 - Criminal: Class C = 30d & \$1,500
 - Civil: Lawsuit
- Public view
 - Before the meeting: 48 hour Notice & Agenda
 - At the meeting: Public access and forum
 - After the meeting: Approval and posting of minutes

Number of Members	Quorum	Majority of a Quorum
9	5	3

FOIA

- Ensure public access to government records
- Paper & electronic records
- Irrelevant: personal v. city
- Exceptions: privacy, security, drafts, proprietary trade info, legal advice, etc.
- City Clerk's Office responds
 - Notification of FOIA request





Questions?