

CITY OF WARRENVILLE

MEMO

To: Community Relations Task Force
From: Cristina White, Assistant City Administrator *CW*
Subject: Commission Structure
Date: September 22, 2020

Staff is recommending the commission be composed of seven (7) members, with one (1) serving as Commission Chair. The Mayor and City Council may appoint up to one (1) non-resident member to serve on the Commission.

Chair: The Chair will serve a one-year term, but can be reappointed annually by the Mayor, with approval of a majority of the City Council. The Chair will have the following responsibilities:

1. Presiding at all meetings of the commission.
2. Calling special meetings of the commission, in accordance with the Illinois Open Meetings Act.
3. Signing any documents prepared by the commission, including recommendations to the City Council.
4. Ensuring all actions of the volunteer body are properly taken.
5. Conducting all meetings properly and efficiently.
6. Working with the staff liaison to set the meeting agenda.
7. Focusing discussion at the meetings on agenda items to attempt to achieve a consensus on issues.
8. Ensuring the commission's actions are consistent with the interest of the City as established in the policies set by the City Council.

Commissioners: The commissioners will serve three-year terms, but can be reappointed by the Mayor, with approval of a majority of the City Council. The terms of the commissioners initially appointed will be staggered. The commissioners have the following responsibilities:

1. Attending all meetings of the commission.
2. Participating actively in discussions on issues to reach consensus.
3. Conducting research, drafting materials, and engaging in other activities to help further the mission and goals of the commission.
4. Ensuring the commission's actions are consistent with the interest of the City as established in the policies set by the City Council.

The commission shall elect a secretary who is a member of the commission. The secretary will be responsible for recording the minutes of each commission meeting.

Student Commissioner: The student commissioner will serve a one-year term, but can be reappointed by the Mayor, with approval of a majority of the City Council. The student commissioner has all the same responsibilities as a full commissioner except that of voting, and is expected to attend all meetings but will not be counted as part of the quorum. The student commissioner will be enrolled at Wheaton Warrenville South High School and hold a Junior or Senior classification.

Ex-Officio Members: Reserved for the Executive Director, or their designees, of the Park District, Library District, Fire Protection District, and Community Unit School District 200. Ex-Officio members have the same responsibilities as a full commissioner except that of voting, and are expected to attend all meetings but will not be counted as part of the quorum. The Ex-Officio members are not appointed, but rather volunteer to participate, lending their expertise and perspective.

Council Liaison: The City Council will appoint one alderman to serve as the Council liaison to this commission. The Council liaison shall serve as an ex-officio member, and shall not vote, but will advise the commission on the goals of the City Council.

Staff Liaison: The City Administrator will appoint a staff member to serve as the staff liaison to the commission. This person shall serve as an ex-officio member, and shall not vote, but will provide logistical staff support.

Staff Recommendation

Recommend the City Council consider adopting the _____ Commission structure as presented.