

**DUNDEE TOWNSHIP**  
**Board Meeting Rules of Procedure**

**I. Meetings**

- A. The Regular Meetings of the Supervisor and Board of Trustees (collectively, the “Township Board”) of Dundee Township (the “Township”) shall generally be held on the third Wednesday in each month of the year at the hour of 7:00 p.m. and shall be held at the location designated by the Township Board.
- B. Upon the request of the Township Supervisor or of any two (2) Township Trustees, the Township Clerk shall call a Special or Emergency Meeting, as the case may be, at the time requested and shall furnish notice of the Meeting to the Township Board, to the public, and to members of the media who are entitled to such notice in accordance with applicable law.

**II. Order of Business/Agenda**

- A. For each Regular Meeting of the Township Board, business shall proceed according to a published agenda which shall be prepared by the Township Supervisor, or his or her designee, and shall include a town hall section during which any person shall be permitted an opportunity to address the Township Board. Any two (2) Township Trustees may submit to the Township Supervisor, or his or her designee, specific items for inclusion on any agenda not less than seven (7) days before the date of a Regular Meeting of the Township Board.

**III. Rules of Procedures**

- A. The rules of parliamentary practice contained in the latest published edition of Robert’s Rules of Order shall generally govern the Meetings and other proceedings of the Township Board in all cases to which they are applicable and in which they are not inconsistent with this Policy, other rules adopted by resolution or ordinance of the Township Board, or applicable law.
- B. Pursuant to the Open Meetings Act, 5 ILCS 120/1.02, three (3) members of the Township Board shall constitute a quorum for the transaction of business, and the affirmative vote of three (3) members is necessary to adopt any motion, resolution, or ordinance, unless a greater number is otherwise required.
- C. If there are no objections from the members of the Township Board, a motion may be amended informally, without a vote, by the consent of the Township Board Member who made the motion and the Township Board Member who seconded the motion. This process is referred to as a “Friendly Amendment.”

Approved: \_\_\_\_\_

## **DUNDEE TOWNSHIP**

### **Policy Regarding Rules of Decorum**

This Policy Regarding Rules of Decorum (the “Policy”) is to provide Dundee Township (the “Township”) with guidelines and directions for the administration of public comments at meetings of the Dundee Township Board (the “Board”) and Committees of the Board (“Committees”). Meetings of the Board and Committees are referred to herein as “Meetings.”

#### **I. Policy**

Meetings shall be conducted in an orderly manner to ensure that the public has a full opportunity to be heard and that the deliberative process of the Board and Committees is retained at all times. The Presiding Officer of the Board or Committee shall be responsible for maintaining the order and decorum of Meetings.

#### **II. Rules of Decorum**

While any Meeting is in session, the following rules of order and decorum shall be observed:

- A. Persons Addressing The Board or Committee: Public oral communications at the Meetings should not be a substitute for any item that can be handled during the normal working hours of the Township. The primary purpose of oral communications is to allow citizens the opportunity to formally communicate with the Board and Committees as a whole, for matters that cannot be handled during the regular working hours of the Township. Each person who addresses the Board shall do so in an orderly manner and shall not utter “fighting words”<sup>1</sup> or make personal, impertinent, slanderous, obscene, or profane remarks to any member of the Board or Committee, staff, or the general public. Any person who makes such remarks, or who utters loud, threatening, personal, or abusive language, or engages in any other disorderly conduct, which disrupts, disturbs, or otherwise impedes the orderly conduct of any Meeting shall, at the discretion of the Presiding Officer or a majority of the Board or Committee, be barred from further audience before the Board or Committee during that Meeting.
- B. Members Of The Audience: No person in the audience at a Meeting shall engage in disorderly or boisterous conduct, including the utterance of “fighting words,” or use obscene, slanderous, threatening, or abusive language, whistling, stamping of feet, or other acts in a manner which disturbs, disrupts, or otherwise impedes the orderly conduct of any Meeting. Any person who conducts him or herself in the aforementioned manner shall, at the discretion of the Presiding Officer or a majority

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<sup>1</sup> “Fighting Words” is defined as “those personally abusive epithets which, when addressed to the ordinary citizen, are, as a matter of common knowledge, inherently likely to provoke violent reaction. *Cohen v. California*, 403 U.S. 15, 20 (1971).”

of the Board or Committee, be barred from further audience before the Board or Committee during that Meeting.

### **III. Addressing the Board**

- A. A person wishing to address the Board or Committee regarding an item which is on the agenda shall first submit a request on the form provided, if so directed by the Presiding Officer, or he or she may seek recognition by the Presiding Officer during discussion of any such item. Persons wishing to discuss an agenda or a non-agenda item at any regular or special Meeting may seek recognition by the Presiding Officer during the town hall portion of the Meeting. No person shall address the Board or Committee without first being recognized by the Presiding Officer.
- B. The following procedures shall be observed by persons addressing the Board or Committee:
  - 1. Each person shall step to the podium provided for the use of the public and shall state his or her name and address; the organization, if any, which he or she represents; and, if during the town hall portion of the regular or special Meeting, the subject he or she wishes to discuss.
  - 2. During the town hall portion of any regular or special Meeting, any subject, whether or not on the agenda for that Meeting, shall be open for discussion, but shall be subject to the time limitation set forth in this Section and compliance with these Rules of Decorum.
  - 3. Each person shall limit his or her remarks to three (3) minutes unless further time is granted by the Presiding Officer.
  - 4. The maximum time for public participation during the town hall portion of any regular or special Meeting shall be forty-five (45) minutes; provided, however, that if there are more than fifteen (15) speakers, the Presiding Officer will allocate time among the speakers to ensure that the town hall portion of the Meeting does not exceed forty-five (45) minutes.
  - 5. The three (3) minute time limit shall not apply to any public hearings required by law, statute, or ordinance. Cross examination of the Township staff, Township consultants, a petitioner, or a petitioner's consultants shall not be allowed except as provided by law. In the event evidence is presented by an objector, or his or her consultants during a public hearing before the Board, limited cross examination may be allowed by the Presiding Officer in consultation with the Township Attorney.
  - 6. All remarks shall be addressed to the Board or Committee as a whole and not to any single member thereof, unless in response to a question from such

member, or when authorized by the Presiding Officer to conduct cross examination of a person during a public hearing before the Board.

7. Citizens addressing the Board or Committee shall have no expectation that any member of the Board or Committee or any staff will respond or engage in any dialogue with the citizen at the time of public comment.
8. Public comments shall ordinarily be made in person. Any written statements transmitted to the Board or Committee shall be treated as correspondence and will not be read aloud at a meeting; provided, however, that the Presiding Officer may make alternative arrangements in the event of a Meeting conducted without the physical presence of a quorum of the members of the Board of Committee in accordance with applicable law.

#### **IV. Enforcement of Decorum**

- A. The Presiding Officer shall request that a person who is breaching the rules of decorum be orderly and silent. If, after receiving a warning from the Presiding Officer, a person persists in disturbing the Meeting, the Presiding Officer shall order him or her to leave the Meeting. If such person does not remove himself or herself, the Meeting may be adjourned or continued by the Presiding Officer with the concurrence of a majority of a quorum of the Board or Committee in attendance, and any remaining business may be considered at the next Meeting. The Presiding Officer may wish to contact law enforcement to have the disruptive citizen removed from the premises. After any such temporary adjournment, the Meeting may be reconvened to conduct any remaining business, or continued by the Presiding Officer with the concurrence of a majority of a quorum of the Board or Committee in attendance, and any remaining business may be considered at the next Meeting.
- B. Any person who is convicted of a violation of any provision of this section shall be fined not less than twenty-five dollars (\$25.00) nor more than five hundred dollars (\$500.00) for each offense.

Approved: \_\_\_\_\_

**DUNDEE TOWNSHIP**  
**Policy and Procedures for Electronic Attendance at Board Meetings**

The following Policy and procedures shall apply to all Regular, Special, Reconvened, Rescheduled and Emergency Meetings of the Dundee Township Supervisor and Board of Trustees (collectively, “Township Board”).

- A. A quorum of members of the Township Board must be physically present at the location of any Open Meeting and any lawfully Closed Meeting of the Township Board (“Township Board Meeting”). Other Board Members who are not physically present at the Open Meeting may participate in the Meeting and vote on all matters by means of a video or audio conference as herein provided. Such Board Members may also participate in lawfully Closed Meetings of the Township Board, by means of video or audio conference, as herein provided.
- B. If a quorum of the Board Members is physically present at the place designated in the notice of the Township Board Meeting, a member of the Township Board (“Board Member”) may, with the approval of the Board Members physically present, attend the Meeting by Other Means if the Board Member is prevented from physically attending because of: (a) personal illness or disability; (b) employment purposes or the business of the Township; (c) a family or other emergency; or (d) unexpected childcare obligations. “Other Means” is by video or audio conference.
- C. If a Board Member wishes to attend a Township Board Meeting by Other Means, he or she must notify the Township Supervisor, in writing, at least twenty-four (24) hours before the Township Board Meeting, unless advance notice is impractical. When advance notice of a need to attend a Township Board Meeting by Other Means is impractical, notice is required to be given as soon as is practicable. Notice of attendance by Other Means may be given for multiple Township Board Meetings, and a separate notice shall not be required for each Meeting in which Other Means of attendance will occur. Notice specifying a time period in which the Township Supervisor or Board Member will be attending Meetings by Other Means, rather than specific Meeting dates, shall be adequate notice hereunder.
- D. Audio and video conferencing, provided for herein, at Open Meetings of the Township Board shall: (a) allow the Board Member(s) attending the Meeting by such Other Means to be heard by members of the public and such Board Members who are physically present at the location of said Meeting and by other Board Member(s) attending the Meeting by Other Means; and (b) allow the Board Member(s) attending the Meeting by Other Means to hear the comments, statements, discussion, and/or testimony of any person attending the Meeting addressed to the Township Board at said Meeting; and (c) to allow the Board Member(s) attending the Meeting by Other Means to hear the comments, statements, discussions, and/or votes of the Board Members, if applicable, at said Meeting.
- E. Audio or video conferencing, as provided herein, at lawfully Closed Meetings of the Township Board, shall allow Board Member(s) participating by Other Means to be heard

by such Board Members and other persons attending the lawfully Closed Meeting who are physically present at the location of said Meeting, and to allow Board Member(s) attending by Other Means to hear the comments and discussions other Board Member(s) and other persons attending the lawfully Closed Meeting who are physically present at the location of said Meeting.

- F. The Township Clerk shall indicate in the Township Board Meeting minutes that such Board Member was not physically present but was allowed to attend the Meeting by Other Means. The Board Member participating by Other Means shall be counted as present by means of video or audio conference for that Meeting, and the minutes shall state specifically whether each Board Member was present either physically, by video means, or by audio means. The Board Member who is permitted to attend by Other Means shall be entitled to vote on all actions of the public body for which the Board Member would be entitled to vote if he or she were physically present at the Meeting, and all such votes shall be recorded in the Meeting minutes.
- G. Nothing in these rules shall limit the ability of the Township Board to meet electronically, as permitted by 5 ILCS 120/7(e) of the Illinois Open Meetings Act, when the necessary disaster declarations and determinations have been made related to public health concerns. In the event that a disaster declaration related to public health has been issued by the Governor or the Director of the Illinois Department of Public Health, the Township Supervisor must also determine that an in-person Meeting is not practical. The Township Supervisor shall verify that all members of the Township Board can hear one another, hear all discussion, and hear any testimony. All other requirements of the Illinois Open Meetings Act respecting a Remote Meeting are incorporated.
- H. In any Meeting where there is remote attendance, the Township Supervisor should make a statement in a form substantially similar to the following:

Pursuant to the Dundee Township Electronic Attendance Rules and Procedures for Board Meetings, Trustee [Name] will be attending this [Date] Board Meeting by "Other Means." This participation is by [Audio / Video] conference.

This Board should note:

- That a quorum of members of the Township Board is physically present;
- That Trustee [Name] is prevented from physically attending because of [Personal Illness or Disability / Employment Purposes or the Business of the Township / a Family or Other Emergency]; and
- That Trustee [Name] provided advance notice to the Township Supervisor in accordance with the Dundee Township Electronic Attendance Rules and Procedures for Board Meetings.

Trustee [Name], are you able to hear me?

Generally, I would not invite interruptions. However, given the circumstances, I ask that Trustee [*Name*] attending remotely immediately interrupt me if at any time during the course of the meeting you are unable to hear the proceedings.

I ask that the Township Clerk make note of this information in the official Minutes of this Meeting.

Approved: \_\_\_\_\_

**DUNDEE TOWNSHIP**  
**Policy Regarding Purchasing of Goods & Services**

This Policy Regarding Purchasing of Goods & Services (the “Policy”) is to provide Dundee Township (the “Township”) with guidelines and directions for the acquisition of goods and services. When used with good judgment and common sense, the policies and procedures conveyed herein will allow the Township to obtain required supplies and services efficiently and economically.

**I. Statement of Policy**

- A.** All Township personnel and officials engaged in purchasing and related activities on behalf of the Township shall conduct themselves in a manner above reproach in every respect. Township employees and officials shall strive to ensure that public money is spent efficiently, effectively, and in accordance with applicable statutes, regulations, and Township policies.
- B.** This Policy is designed to be a document for reference for all purchasing activities performed prior to explicit approval by the Township Board of Trustees (the “Board”). It is intended to serve as a general guideline for personnel and officials, and Township employees should contact the Township Supervisor with any further detailed questions about purchasing agreements.

**II. Purchasing Authority**

- A.** The Township Supervisor may, without prior approval by the Township Board, enter into agreements, make purchases, and otherwise commit to the expenditure of Township funds for goods and services on behalf of the Township in an amount not to exceed \$30,000.00.
- B.** All purchases of goods and services on behalf of the Township by other Township Officials or any Township employees, volunteers, or agents must be approved in advance by the Township Supervisor within the guidelines below.

<b>Dollar Limit</b>	<b>Required Approval</b>
\$0.01 to \$1,000.00	Township Staff
\$1,000.01 to \$30,000.00	Township Supervisor
\$30,000.01 and Above	Township Board

- C.** No agreement for the purchase of goods or services may provide for a term that extends beyond the Fiscal Year in which such agreement is entered into, except as may be approved by the Township Board and in compliance with applicable law.
- D.** All purchases of goods and services on behalf of the Township in excess of \$30,000.00 must be approved by the Township Board.



### **III. Purchasing Requirements**

- A.** All purchases of goods and services must correspond with a specific line-item in the Township's approved Budget and Appropriations Ordinance for the then-current Fiscal Year. Purchases of goods and services should generally not be made unless sufficient funds remain in the appropriate line-item for that Fiscal Year.
- B.** For purchases of goods and services in an amount less than \$5,000.00, at least one (1) written quotation should usually be obtained. Multiple quotations are encouraged when appropriate for the goods or services being purchased. For purchases of goods and services in an amount greater than \$5,000.00, multiple written quotations should usually be obtained.
- C.** A formal competitive bidding process shall be undertaken for all purchases of goods and services where required under applicable law. A formal competitive bidding process may be conducted for other purchases of goods and services at the discretion of the Township Supervisor or at the direction of the Township Board.

Approved: \_\_\_\_\_

**DUNDEE TOWNSHIP**  
**Policy for Pre-Approval of Township Expenditures**

The Dundee Township (hereinafter “the Township”) establishes this Policy to provide for the economically efficient operation of Township business, while retaining oversight for all expenditures of Township funds, recognizing that the Township Board generally meets on the third Thursday of each month and that there are occasions when the Township may be required to pay bills prior to a Meeting of the Township Board.

- A. Authorization for Payment: The Township Supervisor, in carrying out the obligations of Township Treasurer, is authorized to issue payment prior to examination and audit by the Township Board for the following payables:
1. General Assistance provided in accordance with the Illinois Public Aid Code, 305 ILCS 5/1 et seq.;
  2. Payment required pursuant to agreements with the community mental health board, as authorized under the Code, 60 ILCS 1/190-5;
  3. Obligations for Social Security taxes as required by the Social Security Enabling Act, 40 ILCS 5/21 et seq.;
  4. Wages subject to the Wage Payment and Collection Act, 820 ILCS 115/1 et seq.;
  5. Contributions to the Illinois Municipal Retirement Fund in accordance with the Pension Code, 40 ILCS 5/1 et seq.;
  6. Payments for utility services, including, without limitation, as those for gas, electric, phone, internet, water, sewer, and garbage;
  7. Payment on bonds issued in accordance with the Code, 60 ILCS 1/1 et seq., and other provisions of Illinois law;
  8. Premiums on insurance policies purchased or provided for in accordance with the Code, 60 ILCS 1/1 et seq. and other provisions of Illinois law;
  9. Any other payment necessary to avoid charges, fees, or penalties attributable to failure to make payment on or before the date on which the payment is due;
  10. Expenses incurred as a result of an emergency or disaster, including, without limitation, building maintenance, supplies, and equipment; and
  11. Any other expenditure that the Supervisor deems necessary for prompt payment.
- B. Review and Approval: Any and all payments made prior to examination and audit by the Board in accordance with this Policy shall be presented for approval at the next Meeting of the Board.
- C. Severability: If any section, paragraph, or provision of this Policy shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, or provision shall not affect any of the remaining provisions of this Policy.

Approved: \_\_\_\_\_

**DUNDEE TOWNSHIP**  
**Ethics & Gift Ban Policy**

**I) POLICY**

The Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003 (the "Ethics Act," or "Act"), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees.

- A) The Act requires all units of local government and school districts within six months after the effective date of Public Act 93-615 to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act.
- B) The intention of the Act is to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize violations.

**II) DEFINITIONS**

For purposes of this Policy, the following terms shall be given these definitions:

- A) "Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (1) relating to the support or opposition of any executive, legislative, or administrative action, (2) relating to collective bargaining, or (3) that are otherwise in furtherance of the person's official duties
- B) "Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).
- C) "Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).
- D) "Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Policy, does not include any designated holidays, vacation periods, personal time, compensatory

- time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" for purposes of this Policy includes any period of time when the officer or employee is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.
- E)** "Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.
  - F)** "Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).
  - G)** "Employee" means a person employed by Dundee Township (the "Township"), whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.
  - H)** "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.
  - I)** "Dundee Township" or "the Township" means and includes the Dundee Township General Assistance Office, the Dundee Township Outreach Services Department, the Dundee Township Transportation Department, the Dundee Township Food Pantry, and the Dundee Township Clerk's Office.
  - J)** "Leave of Absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.
  - K)** "Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.
  - L)** "Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.
  - M)** "Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of

the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

N) "Prohibited political activity" means:

- Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
- Soliciting contributions, including, but not limited to, the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
- Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.
- Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- Campaigning for any elective office or for or against any referendum question.
- Managing or working on a campaign for elective office or for or against any referendum question.
- Serving as a delegate, alternate, or proxy to a political party convention.
- Participating in any recount or challenge to the outcome of any election.

O) "Prohibited source" means any person or entity who:

- is seeking official action (i) by an officer or (ii) by an employee or by the officer or another employee directing that employee;

- does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;
- conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or
- has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

### **III) PROHIBITED POLITICAL ACTIVITIES**

No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of Dundee Township in connection with any prohibited political activity.

- A)** At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (1) as part of that officer or employee's duties, (2) as a condition of employment, or (3) during any compensated time off (such as holidays, vacation, or personal time off).
- B)** No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.
- C)** Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis as permitted by law.
- D)** No person either (1) in a position that is subject to recognized merit principles of public employment or (2) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

### **IV) GIFT BAN**

Except as permitted by this Section, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

- A) EXCEPTIONS TO THIS SECTION INCLUDE:**

- 1) Opportunities, benefits, and services that are available on the same conditions as for the general public.
- 2) Anything for which the recipient pays the fair market value.
- 3) Any contribution that is lawfully made under the Election Code or activities directly associated with a fundraising event in support of a political organization or candidate.
- 4) Educational Materials and Missions.
- 5) Travel Expenses for a meeting to discuss business.
- 6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
- 7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship.
- 8) In determining whether a gift is provided on the basis of personal friendship, as noted in Number 7 above, the recipient shall consider the circumstances under which the gift was offered, such as:
  - a) The history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals.
  - b) Whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
  - c) Whether to the actual knowledge of the recipient, the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.
- 9) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (1) consumed on the premises from which they were purchased or prepared or (2) catered. For the purposes of this Section, "catered" means food or refreshments are purchased ready to consume which are delivered by any means.

- 10) Intra-governmental and inter-governmental gifts. For the purpose of this Policy, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
- 11) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
- 12) Intra-governmental and inter-governmental gifts. For the purpose of this Policy, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
- 13) Bequests, inheritances, and other transfers at death.
- 14) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.
- 15) Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

## **B) DISPOSITION OF GIFTS**

A recipient does not violate this Policy if the recipient promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

## **V) PENALTIES**

- A)** A person who intentionally violates any provision of Section Three of this Policy may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days and may be fined in an amount not to exceed \$2,500.
- B)** A person who intentionally violates any provision of Section Four of this Policy is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.
- C)** Any person who intentionally makes a false report alleging a violation of any provision of this Policy to any local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.



- D)** A violation of Section Three of this Policy shall be prosecuted as a criminal offense by an attorney for Dundee Township by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt. A violation of Section Four of this Policy may be prosecuted as a quasi-criminal offense by an attorney for Dundee Township.
- E)** In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Section Three or Section Four of this Policy is subject to discipline, up to and including discharge.

## **VI) MODIFICATION**

This Policy does not repeal or otherwise amend or modify any existing ordinances or policies which regulate the conduct of officers and employees of the Township. To the extent that any such existing ordinances or policies are less restrictive than this Policy, however, the provisions of this Policy shall prevail.

## **VII) AMENDMENT**

Any amendment to the Ethics Act that becomes effective after the effective date of this Policy shall be incorporated into this Policy by reference and shall be applicable to the solicitation, acceptance, offering and making of gifts and to prohibited political activities. However, any amendment that makes its provisions optional for adoption by units of local government shall not be incorporated into this Policy by reference without formal action by the Township Board.

## **VIII) SEVERABILITY**

If the Illinois Supreme Court declares the Ethics Act unconstitutional in its entirety, then this Policy shall be repealed as of the date that the Illinois Supreme Court's decision becomes final and not subject to any further appeals or rehearings. This Policy shall be deemed repealed without further action by the Township Board if the Ethics Act is found unconstitutional by the Illinois Supreme Court.

If the Illinois Supreme Court declares part of the Ethics Act unconstitutional but upholds the constitutionality of the remainder of the Ethics Act, or does not address the remainder of the Ethics Act, then that part of this Policy relating to the part of the Ethics Act found unconstitutional shall be deemed repealed without further action by the Township Board; however, the remainder of this Policy shall remain in full force and effect.

Approved: \_\_\_\_\_

## **DUNDEE TOWNSHIP**

### **Policy to Prohibit Sexual Harassment**

This Policy Prohibiting Sexual Harassment (the “Policy”) is to maintain for all officials, agents, employees, agencies, and offices of Dundee Township (the “Township”) a safe and professional work environment free of sexual harassment. To that end, the following Policy has been adopted:

#### **I. Prohibition on Sexual Harassment**

- A. The Township strictly prohibits sexual harassment and does not tolerate harassment of any person on the basis of sex, sexual orientation, gender identity, or gender expression. The Township will not condone any situation where sex, sexual orientation, gender identity, or gender expression is used as a basis for harassment. The Township is committed to the prevention of any and all sexual harassment, and its position on sexual harassment is one of “Zero Tolerance.”
- B. All Township officials, agents, employees, agencies, and offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof. This Policy applies equally to all elected officials, including the Supervisor and Clerk, but not including the Highway Commissioner and Assessor, and appointed officials, agents, employees, clients, volunteers, and vendors of the Township. Harassment can occur on the work site and outside the workplace while the official, agent, or employee is performing the obligations and responsibilities of his or her job.

#### **II. Definition of Sexual Harassment**

- A. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, which interferes with another person’s work performance or which creates an intimidating, hostile or offensive work environment.
- B. Sexual harassment can take, but is not limited to, the following forms:
  - 1. Sexual remarks, jokes, or other sexual conduct that interferes with another person’s work performance or creates an intimidating, hostile, or offensive work environment;
  - 2. Display of sexually suggestive objects or pictures;
  - 3. Submission or rejection of unwelcome sexual conduct by a supervisor or manager or other management/executive personnel, which is used as a basis, whether expressed in explicit or implicit terms, for employment decisions affecting the employee, such as, but not limited to, keeping or receiving a job, receiving a promotion or raise, scheduling or any other term or condition of employment.

### **III. Reporting Sexual Harassment**

- A. Sexual harassment is prohibited and will not be tolerated. The Township has an “open-door” policy. This means the employee has the right to make a complaint if he or she feels that he or she: (i) was or may have been subjected to illegal sexual harassment; or (ii) witnessed what is believed to be sexual harassment of another person by any other person, including, but not limited to, officials, supervisors, and co-workers, or third-parties who are not employees, such as, but not limited to, vendors, clients, or residents.
- B. The following procedure should be followed by persons who wish to register a complaint regarding any harassment based on sex, sexual orientation, gender identity, or gender expression:
  - 1. The person may choose, but is not required to, make an effort to immediately tell the person who is believed to be engaging in harassing conduct to stop the harassing behavior.
  - 2. The person is required to immediately and personally report incidents of what he or she believes to be sexual harassment to: their immediate supervisor, a department head, the Supervisor, or the Township Attorney. An employee is not required to first report harassment to his or her supervisor, but may report harassment to any of the people listed above. These alternative ways for making a complaint allow the employee to avoid using the ordinary chain of command and to bypass anyone who the employee believes cause or is responsible for the harassment.
  - 3. The person may exercise his or her right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within three hundred (300) days of the alleged incident(s), and a complaint with the EEOC must be filed within three hundred (300) days, of the alleged incident(s), unless there is a continuing offense.

### **IV. Action Taken Against Reported Harassment**

- A. Reports of sexual harassment are taken very seriously and will be investigated thoroughly and promptly. The facts of each case will determine the response to each allegation. In addition to discipline that may be applicable pursuant to Township policies, employment agreements, procedures, and/or employee handbooks, any person who violates this Policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the Township, and any applicable fines and penalties established pursuant to applicable local, State, or Federal law.

- B. In the event a complaint of sexual harassment is made against the Township Supervisor, a Township Trustee, or the Township Clerk, the Township Attorney or his or her designee shall conduct an investigation. The Township Board of Trustees shall meet to determine whether the complaint is sufficient to allege a violation of this Policy and whether there is probable cause to proceed. If the complaint is deemed sufficient and there is a determination of probable cause, the Township Board of Trustees shall notify the Township Attorney and request the complaint be adjudicated judicially. In order to be adjudicated judicially, such complaint must have been made within one year of the alleged violation.
- C. Each violation of this Policy may constitute a separate offense. Any discipline imposed by the Township shall be separate and distinct from any fine or penalty imposed by a court of law or a State or Federal agency under applicable law.
- D. To the extent practicable, complaints, investigations, and the terms of their resolutions will be kept confidential. Information regarding any specific incident will be released only on a need-to-know basis within the necessary boundaries of the investigation.

#### **V. Action Taken Against Knowingly Making A False Report**

- A. It is a violation of this Policy for a person to intentionally or knowingly make a false report of sexual harassment. A false report is a report made by an accuser to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith that cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action.
- B. Any person who intentionally or knowingly makes a false report of sexual harassment shall be subject to discipline or discharge pursuant to applicable Township policies, employment agreements, procedures, and/or employee handbooks. Any person who intentionally makes a false report alleging a violation of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor, and may be subject to a fine of up to \$5,000 per offense.

#### **VI. Retaliation Prohibited**

- A. Reprisals or retaliation will not be tolerated against a person engaging in protected activity, such as but not limited to, reporting the allegation of sexual harassment, or participating in good faith in the investigation as a witness or in any other capacity.

- B. If a person: (i) made good-faith complaint of sexual harassment, or participated in good-faith investigation as a witness or in any other capacity; and (ii) believes that he or she has been retaliated against for doing so, the person is to inform the Township Supervisor or the Township Attorney promptly to make a complaint about retaliation.
- C. The Township will act promptly to assure compliance with this Policy and will take appropriate action against violations pursuant to applicable Township policies, employment agreements, procedures, and/or employee handbooks.
- D. Illinois law provides protections to whistleblowers as set forth in the State Officials and Employees Ethics Act, 5 ILCS 430/15-10, the Whistleblower Act, 740 ILCS 174/15, and the Illinois Human Rights Act, 775 ILCS 5/6-101.

Approved: \_\_\_\_\_



Dundee Township Assessor's Office  
**Michael A. Bielak, CAE, CIAO, Assessor**  
611 East Main Street, Suite 101  
East Dundee, Illinois 60118  
Telephone: 847.428.2634

June 24, 2025

**To: Board of Trustees**

**Subject: Request for Approval – Purchase of 2024 Ford Maverick Hybrid**

Dear Trustees,

I respectfully submit this request for the approval of a new vehicle purchase for the Township Assessor's Office. After careful evaluation of our operational needs, vehicle availability, and long-term value, I recommend the acquisition of a **2024 Ford Maverick Hybrid Lariat** for a total purchase price of **\$34,621**, which reflects a **\$2,500 trade-in allowance** (Kelley Blue Book \$1,973 - \$2,868) for our current 2010 Ford Fusion.

### **Justification for Purchase**

#### **1. Fuel Efficiency & Cost Savings**

The Maverick Hybrid offers **exceptional fuel economy**, averaging approximately **40 miles per gallon**, which will significantly reduce fuel expenses over the life of the vehicle.

#### **2. Utility & Versatility**

Unlike a traditional sedan, the Maverick's **short pickup bed**—equipped with a **tonneau cover**—provides secure and weather-protected storage for equipment, luggage, and materials, especially useful during travel to conferences or fieldwork.

#### **3. Operational Suitability**

The Maverick's **SUV-like ride height** and **higher ground clearance** make it ideal for navigating construction zones and undeveloped properties. The elevated seating position also enhances visibility, which is critical when photographing and assessing large volumes of properties.

#### **4. Market Availability & Demand**

Due to high demand and limited availability of hybrid models, a **2024**

**model** was selected as it was only available in **Lariat Hybrid** trim. These vehicles are in short supply and highly sought after, making this acquisition both timely and strategic.

#### 5. **Consumer Ratings & Reliability**

According to **Consumer Reports**, the Ford Maverick is a **Recommended Buy**, offering strong reliability and owner satisfaction. In contrast, the **Chevrolet Malibu**, one of the few remaining American sedans, is **not recommended** due to its poor reliability record.

#### 6. **Comparative Value**

The Maverick's price point is **comparable to the Ford Escape Hybrid**, yet it offers greater utility and versatility. It effectively bridges the gap between a compact SUV and a light-duty work vehicle, making it a more practical choice for our department's diverse needs.

### **Conclusion**

Given the Maverick's fuel efficiency, utility, and strong consumer ratings, I believe this vehicle represents the best value and functionality for our office. I respectfully request the Board's approval to proceed with the purchase of the **2024 Ford Maverick Hybrid Lariat** at the quoted price of **\$34,621**.

Thank you for your consideration.

Sincerely,



**Michael A. Bielak, CIAO, CAE**

**Assessor**