

# CITY OF BELLEVILLE, ILLINOIS

JENNIFER GAIN MEYER, City Clerk  
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## MEMORANDUM

**DATE: AUGUST 8, 2024**

**TO: CANDIDATES**

**FROM: JENNIFER GAIN MEYER, CITY CLERK** *JM*

**RE: 2025 CONSOLIDATED ELECTION INFORMATION**

The Following City Council offices will be elected for four-year terms to begin on May 1, 2025:

Mayor	City Clerk	Treasurer
Ward 1 Alderperson		Ward 5 Alderperson
Ward 2 Alderperson		Ward 6 Alderperson
Ward 3 Alderperson		Ward 7 Alderperson
Ward 4 Alderperson		Ward 8 Alderperson

### **Important Dates – New Party or Independent**

First Day to Circulate Petitions	August 20, 2024
First Day of Filing of Petitions in City Clerk's Office	November 12, 2024
Last Day of Filing of Petitions in City Clerk's Office	November 18, 2024
Last Day to File Economic Interests with the County Clerk ( <b>Note: forms may be picked up in the City Clerk's or County Clerk's office</b> )	November 18, 2024
Consolidated Election	April 1, 2025

### **Important Reminders**

- **The City of Belleville provides these forms as a public service and strongly advises that candidates obtain legal counsel prior to filing forms**
- For more information, please contact Jennifer Gain Meyer, City Clerk, at 618-233-6810

For additional election resources:

St. Clair County Clerk:

<https://www.co.st-clair.il.us/departments/county-clerk/elections/2025-election-resources>

IL State Board of Elections:

<https://www.elections.il.gov/RunningForOffice.aspx?MID=rOINCTNZd9A%3d>

ATTACH TO PETITION

10 ILCS 5/7-10.1

Suggested  
Revised July, 2004  
SBE No. P-1C

**LOYALTY OATH**  
(OPTIONAL)

United States of America                    )  
  )  
State of Illinois                                )       SS.

I, \_\_\_\_\_, do swear (or affirm) that I am a citizen of the United States and the State of Illinois, that I am not affiliated directly or indirectly with any communist organization or any communist front organization, or any foreign political agency, party, organization or government which advocates the overthrow of constitutional government by force or other means not permitted under the Constitution of the United States or the Constitution of this State; that I do not directly or indirectly teach or advocate the overthrow of the government of the United States or of this State or any unlawful change in the form of the governments thereof by force or any unlawful means.

\_\_\_\_\_  
(Signature of Candidate)

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me,  
(Name of Candidate)

on \_\_\_\_\_  
(insert month, day, year)

\_\_\_\_\_  
(Notary Public's Signature)

(SEAL)

**STATEMENT OF CANDIDACY**  
**INDEPENDENT**

<b>NAME:</b>	<b>CITY, VILLAGE, TOWNSHIP, COUNTY, DISTRICT or STATE</b>
<b>ADDRESS – ZIP CODE:</b>	<b>OFFICE:</b>
	A Full Term is sought, unless an unexpired term is stated here: ____ year unexpired term

If required pursuant to 10 ILCS 5/7-10.2, 8-8.1 or 10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS \_\_\_\_\_ UNTIL NAME CHANGED ON \_\_\_\_\_  
(List all names during last 3 years) (List date of each name change)

STATE OF ILLINOIS )  
 )  
County of \_\_\_\_\_ ) SS.

I, \_\_\_\_\_ being first duly sworn (or affirmed), say that I reside at \_\_\_\_\_,  
in the City, Village, Unincorporated Area of \_\_\_\_\_ (if unincorporated, list municipality that  
provides postal service) Zip Code \_\_\_\_\_ in the County of \_\_\_\_\_, State of Illinois;  
that I am a qualified voter therein, that I am a candidate for election to the office of \_\_\_\_\_ in  
the \_\_\_\_\_ to be voted upon at the election to be held on \_\_\_\_\_ and that  
(Name of City, Village, Township, County, District or State) (date of election)

I am legally qualified (including being the holder of any license that may be an eligibility requirement for the office to which I seek election)  
to hold such office and that I have filed (or I will file before the close of the petition filing period) a Statement of Economic Interests as  
required by the Illinois Governmental Ethics Act and I hereby request that my name be printed upon the official ballot for election to  
such office.

\_\_\_\_\_  
(Signature of Candidate)

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me, on \_\_\_\_\_  
(Name of Candidate) (insert month, day, year)

(SEAL)

\_\_\_\_\_  
(Notary Public's Signature)



**PETITION FOR NOMINATION AND FORMATION OF A NEW POLITICAL PARTY (IN CITY, TOWN OR SBE No. P-8A VILLAGE IN WHICH OFFICERS ARE TO BE ELECTED FROM DISTRICTS OR WARDS AND AT-LARGE)**

We, the undersigned, qualified voters of District/Ward Number \_\_\_\_\_ in the City, Town or Village of \_\_\_\_\_, in the County of \_\_\_\_\_ and State of Illinois, do hereby declare that it is our intention to form a new political party in such city, town or village to be known as the \_\_\_\_\_ Party and the following named persons shall be candidates of such party for the offices hereinafter specified to be voted at the election to be held on \_\_\_\_\_ (date of election).

**NAMES OF CANDIDATES FOR OFFICES TO BE ELECTED AT-LARGE**

NAME OF CANDIDATE	OFFICE	ADDRESS - ZIP CODE

**NAMES OF CANDIDATES FOR OFFICES TO BE ELECTED BY DISTRICT OR WARD**

NAME OF CANDIDATE	OFFICE	DISTRICT OR WARD	ADDRESS - ZIP CODE

(A Full term is sought by each candidate in slate unless an unexpired term is specified along with the office in the "OFFICE" space provided above)  
If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)  
FORMERLY KNOWN AS \_\_\_\_\_ UNTIL NAME CHANGED ON \_\_\_\_\_  
(List all names during last 3 years) (List date of each name change)

NAME (VOTER'S SIGNATURE)	VOTER'S PRINTED NAME (optional)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1.			,IL	
2.			,IL	
3.			,IL	
4.			,IL	
5.			,IL	

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ )

SS.

I, \_\_\_\_\_ (Circulator's Name) do hereby certify that I reside at \_\_\_\_\_, in the City/Village/Unincorporated Area of \_\_\_\_\_ (if unincorporated, list municipality that provides postal service) (Zip

Code) \_\_\_\_\_, County of \_\_\_\_\_, State of \_\_\_\_\_ that I am 18 years of age or older (or 17 years of age and qualified to vote in Illinois), that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day of filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and their respective residences are correctly stated, as above set forth.

\_\_\_\_\_  
(Circulator's Signature)

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me, on \_\_\_\_\_  
(Name of Circulator) (Insert month, day, year)

(SEAL)

\_\_\_\_\_  
(Notary Public's Signature)

**PETITION FOR NOMINATION  
(To Form a New Political Party)**

We, the undersigned, qualified voters of the \_\_\_\_\_ of \_\_\_\_\_ in the County of \_\_\_\_\_ and State of Illinois, do declare that it is our intention to form a new political party in the political division aforesaid, to be known and designated as the \_\_\_\_\_ Party, and do hereby petition that the following named persons shall be candidates for the offices hereinafter specified, to be voted at the \_\_\_\_\_ Election to be held on \_\_\_\_\_ (date of election).

**THE NEW PARTY'S SLATE OF CANDIDATES IS HEREBY PRESENTED**

NAME	OFFICE	ADDRESS - ZIP CODE

(A Full term is sought by each candidate in slate unless an unexpired term is specified along with the office in the "OFFICE" space provided above)

If required pursuant to 10 ILCS 5/7-10.2, 8-8.1 or 10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS \_\_\_\_\_ UNTIL NAME CHANGED ON \_\_\_\_\_

(List all names during last 3 years)

(List date of each name change)

NAME (VOTER'S SIGNATURE)	VOTER'S PRINTED NAME (optional)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1.			,IL	
2.			,IL	
3.			,IL	
4.			,IL	
5.			,IL	
6.			,IL	
7.			,IL	
8.			,IL	
9.			,IL	
10.			,IL	

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ )

SS.

I, \_\_\_\_\_ (Circulator's Name) do hereby certify that I reside at \_\_\_\_\_, in the City/Village/Unincorporated Area of \_\_\_\_\_ (if unincorporated, list municipality that provides postal service) (Zip

Code) \_\_\_\_\_, County of \_\_\_\_\_, State of \_\_\_\_\_ that I am 18 years of age or older (or 17 years of age and qualified to vote in Illinois), that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day of filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and their respective residences are correctly stated, as above set forth.

\_\_\_\_\_  
(Circulator's Signature)

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me, on \_\_\_\_\_  
(Name of Circulator) (Insert month, day, year)

(SEAL)

\_\_\_\_\_  
(Notary Public's Signature)

SHEET NO. \_\_\_\_\_

**Your Name Was Submitted For Filing by an Entity That You Represent**  
**STATEMENT OF ECONOMIC INTERESTS TO BE FILED WITH THE COUNTY CLERK**  
(Type or Hand Print)

**INSTRUCTIONS:**

You may find the following documents helpful to you in completing this form:

- (1) federal income tax returns, including any related schedules, attachments, and forms; and
- (2) investment and brokerage statements.

To complete this form, you do not need to disclose specific amounts or values or report interests relating either to political committees registered with the Illinois State Board of Elections or to political committees, principal campaign committees, or authorized committees registered with the Federal Election Commission.

The information you disclose will be available to the public.

You must answer all 7 questions. Certain questions will ask you to report any applicable assets or debts held in, or payable to, your name; held jointly by, or payable to, you with your spouse; or held jointly by, or payable to, you with your minor child. If you have any concerns about whether an interest should be reported, please consult your department's ethics officer, if applicable.

Please ensure that the information you provide is complete and accurate. If you need more space than the form allows, please attach additional pages for your response. If you are subject to the State Officials and Employees Ethics Act, your ethics officer must review your statement of economic interests before you file it. Failure to complete the statement in good faith and within the prescribed deadline may subject you to fines, imprisonment, or both.

**EXAMPLE ONLY  
MUST GET  
ORIGINAL  
FROM CITY  
CLERK OR  
COUNTY CLERK**

**BASIC INFORMATION:**

**Name:** \_\_\_\_\_ **Job title:** \_\_\_\_\_

**Office, department, or agency that requires you to file this form:** \_\_\_\_\_

**Other offices, departments, or agencies that require you to file a Statement of Economic Interests form:**

\_\_\_\_\_

**Full mailing address:** \_\_\_\_\_

**Preferred e-mail address (optional):** \_\_\_\_\_

**QUESTIONS:**

1. If you have any single asset that was worth more than \$10,000 as of the end of the preceding calendar year and is held in, or payable to, your name, held jointly by, or payable to, you with your spouse, or held jointly by, or payable to, you with your minor child, list such assets below. In the case of investment real estate, list the city and state where the investment real estate is located. If you do not have any such assets, list "none" below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

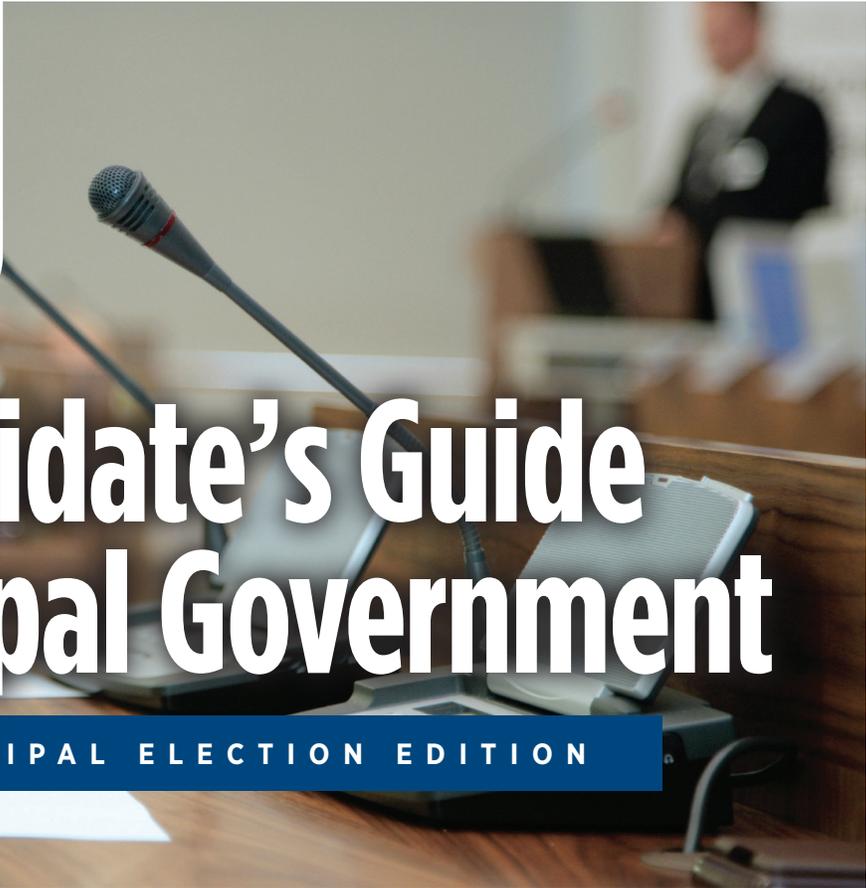
2. Excluding the position for which you are required to file this form, list the source of any income in excess of \$7,500 required to be reported during the preceding calendar year. If you sold an asset that produced more than \$7,500 in capital gains in the preceding calendar years, list the name of the asset and the transaction date on which the sale or transfer took place. If you had no such sources of income or assets, list "none" below.

Source of Income/Name of Asset

Date Sold (if applicable)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



# A Candidate's Guide to Municipal Government

2025 MUNICIPAL ELECTION EDITION

Since 1913, the Illinois Municipal League (IML) has been the statewide organization representing all 1,294 municipalities in Illinois, including yours.

Running for elected office is a serious undertaking and requires preparation and effort. This guide is intended to serve as a primer on local government for those seeking elected office. The following information is on the structure of municipal government and a summary of the functions and duties of local elected officials.

## FORMS OF MUNICIPAL GOVERNMENT

Except for 14 municipalities operating under pre-1870 charters as incorporated towns, all other municipalities in Illinois are either cities or villages. Many municipalities operate under either an aldermanic-city or a trustee-village form of government. These standard forms of government are subject to simple variations, such as the number of members of a legislative body, the terms of office and minority representation. There are also three more complicated variations of municipal government. These variations are called strong mayor form, managerial form and commission form. Each form has its own rules for the selection and type of officers, their powers and responsibilities and the general operations of government. The following provides an overview of these forms of government.

### ALDERMANIC-CITY FORM

The aldermanic-city form of municipal government is made up of two alderpersons per ward elected for four-year terms. Terms are staggered so that half of the alderpersons are elected every two years. The population of the city determines the number of alderpersons. Under the aldermanic form of government, the mayor is the chief executive officer. The mayor, city clerk and city treasurer are elected to four-year terms.

### TRUSTEE-VILLAGE FORM

Under the trustee-village form, the legislative body consists of six trustees, generally elected from the village at large. Villages with a population of less than 5,000 may, by referendum, reduce the number of trustees from six to four. Villages with a population of more than 25,000 may have each trustee elected by district instead of from the village at large. The village president and village clerk are elected at large, but the village treasurer is appointed. The term of the village president, trustees and clerk is four years, unless reduced to two years by referendum.

### COMMISSION FORM

The commission form of government is limited to municipalities with a population of less than 200,000. This form allows voters to elect a mayor and four commissioners who serve as the council.



At the first regular meeting after an election, the council designates each member to be either the commissioner of accounts and finances (also serves as mayor pro tempore), public health and safety, streets and public improvements or public property. The mayor serves as commissioner of public affairs. The council may appoint the clerk and treasurer, as well as all the other officers whose appointment is not delegated. Each commissioner is given executive control over the administrative departments assigned to them. By referendum, the electors may provide for the election of commissioners to specific departments. Mayors in a commission form do not have veto authority.

### MANAGERIAL FORM

The managerial form of government is available to all municipalities with a population of less than 500,000. The municipality may retain its governmental structure as an aldermanic-city form, trustee-village form or commission form while adopting, by referendum, the features of the managerial form. Under this form, the power of the council or board is purely legislative, except that it is empowered to approve all expenses and liabilities of the municipality. The municipal manager is the administrative and executive head of government.

The manager appoints and removes all directors of departments, including chiefs of police and fire departments if authorized by local ordinance. The manager may appoint all officers not required to be elected and members of commissions, boards and agencies provided for in Articles 3 and 4 of the Illinois Municipal Code, except those covered by civil service.

### STRONG MAYOR FORM

The strong mayor form of government has an elected mayor, clerk and treasurer and from eight to 20 alderpersons elected from wards depending upon the size of the community. The elected officials serve

## Roles and Responsibilities of Elected Officials

A municipality functions as an organization made up of individuals with various roles and responsibilities.

Below is an overview of those positions, as well as their functions.

### THE MAYOR OR PRESIDENT

The mayor is the chief executive officer of the city. The president is the corresponding chief executive officer of a village or town. The president, however, may alternatively be referred to as the mayor. The mayor or the president performs all of the duties prescribed by law or municipal ordinance and is required to see that the laws and ordinances are faithfully executed. The president has the same general supervisory powers and duties as the mayor, except where the Illinois Municipal Code specifically provides otherwise.

The mayor's or president's term is four years unless the municipality has adopted a two-year term of office. The mayor or president is required to annually give the council information concerning the affairs of the city.

Under most forms of municipal government, the mayor or president is a member of the corporate authorities, but generally only presides over the council's or board's

deliberations. The mayor or president casts a vote in the event of a tie or if a measure has received a favorable vote of one-half of the council, and there is no tie. The mayor or president may also vote when a vote greater than a majority of the corporate authorities is required.

As chief executive officer of the municipality responsible for seeing that all laws and ordinances are enforced, the mayor or president is, in effect, the administrative superior of all officers and employees, other than the alderpersons and trustees, subject to the provisions for commission and managerial forms of government.

The Illinois Liquor Control Act makes the mayor, president or their designee the Local Liquor Control Commissioner, with power to enforce the appropriate provisions of the Act and local ordinances relating to the subject.

### THE CITY COUNCIL, BOARD OF TRUSTEES AND CORPORATE AUTHORITIES

The legislative body of the municipality is the council or board. It is the default repository of all municipal powers that have not been specifically delegated to some other office or board of the municipality. The language of the Illinois Municipal Code is such that in most cases the powers granted under it are to be exercised by

the "corporate authorities." In cities, the corporate authorities are the mayor and the alderpersons. In villages and towns, the corporate authorities are the president and board of trustees, who exercise the same powers and perform the same duties as a city council. In municipalities under the commission form, the corporate authorities consist of the mayor and four commissioners. Under the managerial form, the mayor and council or president and board of trustees constitute the corporate authorities. It is important to note that sometimes statutory provisions require that actions be taken by a specific majority of the "alderpersons or trustees," rather than the "corporate authorities." In those cases, the mayor or president does not vote on the matter.

### THE MANAGER

Under the managerial form of government, the manager is the chief administrative officer of the municipality and is, therefore, responsible for the efficient administration of all departments. Managers are vested by statute with the power and duty to enforce the laws and ordinances within the municipality. The manager is appointed and serves at the discretion of the council or board with no set term of office.

The manager appoints and removes all department directors. Appointments are to be made on the basis of merit and fitness.

## The authority to make an appointment to fill a vacancy in an elected municipal office depends on the form of government of the municipality.

IML developed a fact sheet on filling vacancies in elected municipal offices available at [iml.org/factsheets](http://iml.org/factsheets).

four-year terms. In the strong mayor form of government, the mayor is given the power, without the necessity of the advice

and consent of the city council, to appoint and remove their administrative assistants, budget and finance director, heads of

all departments, all other officers of the municipality, and members of commissions, boards and agencies provided for in Articles 3 and 4 of the Illinois Municipal Code, except those covered by civil service. The powers of the council are purely legislative.

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For more information, see *Manual on Municipal Forms of Government*.

Available for purchase online at:

**[iml.org/publications](http://iml.org/publications)**

The manager also selects the municipal attorney. Because the manager exercises control over all departments and divisions of the municipality, they must attend all meetings of the council or board and may take part in the discussions, but may not vote. The manager may recommend that the corporate authorities adopt such measures as the manager deems necessary or expedient. The manager also has those powers and duties granted in statute to clerks and comptrollers with respect to the preparation of a report of estimated funds necessary to defray the expenses of the city, village or town for the fiscal year to be used by the corporate authorities in the preparation of an annual appropriation ordinance.

### THE CLERK

The clerk keeps the corporate seal, which is to be provided by the corporate authorities, and all papers belonging to the municipality. The corporate authorities are free to disburse public records to other officers as efficiency and practicality require. The clerk attends all meetings of the corporate authorities, including closed sessions, and keeps a full record of their proceedings in the form of minutes, unless the clerk is the subject of the closed meeting, and their presence creates a conflict of interest. Usually the

clerk, by custom or ordinance, publishes all ordinances, either in a local newspaper or in pamphlet form.

If no comptroller is elected or appointed, the clerk exercises general supervision over all officers of the municipality charged in any manner with the receipt, collection or disbursement of municipal revenue. The clerk has custody and control of all municipal documents, books and papers the corporate authorities designate. Under the managerial form, it is also the clerk's duty to prepare an annual estimate of expenses for use in the preparation of the annual appropriation ordinance.

In many municipalities, the clerk is eligible to be the local registrar of vital statistics and, if appointed, must keep the records and make reports to the State Registrar of Vital Records as prescribed by statute concerned with births.

Certain other powers and functions are delegated to the clerk by statute, including the power to administer oaths. As the local election authority, the clerk has various duties in the municipal election process.

### THE TREASURER

The treasurer or appointed finance officer is the custodian of all funds belonging to the municipality. As such, they keep records that show a separate account for

each fund or appropriation. The treasurer issues receipts for money received and files copies thereof with the clerk, as well as issues money only on warrants or bonds duly signed by the mayor or president and clerk. The treasurer keeps separate accounts for taxes levied for a specific purpose, bond funds and special assessment funds.

The treasurer is personally liable for all funds deposited with them, regardless of whether they are negligent in handling them.

Under oath, the treasurer must make a monthly report, or issue reports more often if required by the corporate authorities, showing the state of the treasury and its remaining balance as of the date of the report.

The treasurer is prohibited from making personal use of any municipal funds in their possession.

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Excerpted from *Illinois Municipal Handbook*.

Available for purchase online at:

**[iml.org/publications](http://iml.org/publications)**

# What is Home Rule?

The Illinois Constitution of 1970 introduced home rule into Illinois law.

In short, a community with home rule status can adopt any policy unless specifically prohibited from doing so by state law or constitutional limitations. By comparison, a non-home rule community can only adopt policies for which express authority is provided by state law. This means that non-home rule governments are “creatures of the state” and dependent on obtaining grants of authority from the General Assembly and the Governor, while home rule governments are more

autonomous and able to exercise governing authority independent of the General Assembly and Governor in most cases.

Home rule status is automatically conferred once a community achieves more than 25,000 residents, unless revoked by voter referendum. Communities with 25,000 or fewer residents are permitted to become home rule following the passage of a referendum. Illinois presently has 223 home rule communities.

IML developed a dedicated webpage with more information regarding home rule available at [iml.org/homerule](http://iml.org/homerule).

## A Note About Ethics

One area to become immediately familiar with is the local ordinance adopting the restrictions required by the State Officials and Employees Ethics Act.

In 2003, the State of Illinois enacted legislation that regulates political activity by public officials and employees. The Act also requires all local governments to adopt an ordinance that includes restrictions addressing prohibited political activities and the gift ban.

The Act has been amended to require local governmental entities to adopt, by ordinance or resolution, a policy prohibiting sexual harassment, and to provide a mechanism in that policy for the reporting and independent review of allegations of sexual harassment of elected officials by other elected officials. Although many governmental entities already had sexual harassment policies in place, the law sets forth minimum standards for sexual harassment policies.

Ethics reform legislation enacted in 2021, included in Public Act (P.A.) 102-0664, amended the Lobbyist Registration Act to expand the definition of “lobbying” to include any communication with an official, including the soliciting of others to communicate, for the ultimate purpose of influencing any executive, legislative or administrative action at the municipal level. The amendments also prohibit municipal officials from compensated lobbying on behalf of any lobbyist or lobbying entity who is registered to lobby their municipality. The Act also provides that no unit of local government with a population of 500,000 or less may regulate lobbying in a manner inconsistent with the Act.

### SEXUAL HARASSMENT TRAINING

P.A. 101-0221 amended the Illinois Human Rights Act, which mandates that all Illinois employers, including municipalities, provide sexual harassment training to all employees. This training is required to be completed annually. IML developed a model ordinance and model policy to assist in complying with the law, as well as a sexual harassment prevention training program. These resources are available online at [iml.org/harassmentprevention](http://iml.org/harassmentprevention).

### STATEMENT OF ECONOMIC INTERESTS FORM

Effective January 1, 2022, P.A. 102-0664 changed the Statement of Economic Interests form that must be filed by elected officials, some appointed officials and employees, as well as candidates for elected office.

IML developed a fact sheet ([iml.org/factsheets](http://iml.org/factsheets)) and video ([iml.org/education](http://iml.org/education)) to assist municipal officials and candidates in the completion of the Statement of Economic Interests form.

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For more information, see *Conflicts of Interests, Ethics and Liability of Illinois Elected Officials*.

Available for purchase online at:  
**[iml.org/publications](http://iml.org/publications)**

# Illinois Sunshine Laws

Two important statutes govern public meetings and public documents that should be guiding principles of your local government service. These laws are the **Open Meetings Act** (5 ILCS 120/) and **Freedom of Information Act** (5 ILCS 140/).

## OPEN MEETINGS ACT

The Open Meetings Act (OMA) is the guiding state statute on the conduct of meetings concerning an open format, with the public being able to witness the events and discussion of public officials when conducting the public's business. OMA requires openness. The public has a right to be informed as to the conduct of their business and the right to an opportunity to address public officials under the rules established and recorded by the public body. OMA provides exceptions for closed sessions of the public body, but those exceptions are to be strictly construed. Meeting in closed session is not mandatory, but the statutory rules within OMA governing closed sessions must be followed. OMA covers public notices, meeting agendas, meeting schedules, recording meetings, minutes, procedures for closing a meeting and attendance by means other than physical presence. OMA has been amended to authorize remote meetings in the case of declared emergencies and disasters. The provisions of OMA also include enforcement procedures and penalties to assure compliance.

The Illinois Attorney General's Office, through the Public Access Counselor (PAC), has the authority to review allegations of violations of OMA. Any individual can also bring a civil action in circuit court alleging non-compliance.

Each municipality must submit a list of OMA designees to the PAC. The list must name designated employees, officers or members, and those listed must complete OMA training within 30 days of their designation and annually thereafter. All newly elected or appointed members of a public body are required to complete OMA training within 90 days of taking office. An elected or appointed member of a public body subject to OMA who has successfully completed the training and filed a copy of the certificate of completion with the public body is not required to subsequently complete the training, so long as they are not an OMA designee. Training is available through the Freedom of Information Act (FOIA) and OMA Training Portal on the Illinois Attorney General's website at [foiapac.ilag.gov](http://foiapac.ilag.gov).

IML is an authorized provider of the required OMA training and offers online training through the IML Education Resources webpage at [iml.org/education](http://iml.org/education). Certificates are provided to those who complete the training. IML also offers the opportunity for OMA training in person at the IML Annual Conference.

## FREEDOM OF INFORMATION ACT

FOIA pertains to the public's right of access to public records in the possession of public bodies in whatever form they exist. The provisions of FOIA are the guiding principles for allowing citizens and interested parties to have knowledge of government records, balanced by the fact that certain limited records may be exempt from disclosure. The FOIA statute begins with a broad policy statement and definitions. It then provides guidelines for the copying or inspection of records, dissemination of information about the public body, the maintenance of a list of types or categories of records and the ability to charge reasonable copying fees. The law also includes a list of public records and information exempt from disclosure to the public. It should be noted that if a record can be determined to be exempt because of some information that can be deleted, then the redacted record must be tendered to the requester.

FOIA requires each public body to designate one or more official(s) or employee(s) to act as its Freedom of Information Act officer(s). Those individuals must complete training within 30 days of being appointed and annually thereafter. FOIA training is available through the Illinois Attorney General's website at [foiapac.ilag.gov](http://foiapac.ilag.gov).

The PAC can review the denial of documents under a FOIA request when asked by the requester. An individual may also file suit in circuit court to enforce FOIA compliance.

Both OMA and FOIA should be embraced with a spirit of public service and desire to keep the public informed and educated about the public's business.

IML offers FOIA training through the IML Education Resources webpage at [iml.org/education](http://iml.org/education) and in person at the IML Annual Conference. IML has also provided a model ordinance regarding FOIA available at [iml.org/ordinances](http://iml.org/ordinances), along with a fact sheet about fulfilling requests for public records available at [iml.org/factsheets](http://iml.org/factsheets).

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For more information regarding Illinois' sunshine laws, visit the Illinois Attorney General's website at [illinoisattorneygeneral.gov](http://illinoisattorneygeneral.gov). The Public Access Counselor is also authorized to assist and provide guidance to local governments. Their office number is (877) 299-3642.

*Open Meetings Act and Freedom of Information Act*  
is available for purchase or free download at:

**[iml.org/publications](http://iml.org/publications)**

# Calendar of Statutory Duties for Municipal Officials

January						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Every December, IML publishes the Calendar of Statutory Duties for Municipal Officials in the *Review* magazine.

Throughout the year, each edition of the *Review* includes monthly reminders for tasks that must be completed. Those entries include the provisions for the annual budget (due prior to the beginning of the fiscal year) or appropriation ordinance (due by the end of the first quarter of the fiscal year), the annual property tax levy ordinance (which must be filed with the county clerk by the last Tuesday in December) and the annual audit (due to be filed with the Illinois office of the Comptroller within 180 days of the end of the fiscal year). Additional reminders include annual appointments

and reappointments for boards and commissions, salaries for elected officials (which must be set at least 180 days before taking office or a new term) and numerous other acts that must be completed throughout the year.

Download the calendar at:  
[iml.org/calendarpdf](https://iml.org/calendarpdf)

## IML Annual Conference & Education Opportunities Including Pension Trustee Certification and Newly Elected Officials Education Resources

IML offers a number of convenient and affordable opportunities to meet the professional development needs of municipal officials and staff.

The IML Annual Conference is the municipal event of the year. We offer more than 2,000 attendees unparalleled access to education and professional development, as well as the opportunity to network with fellow elected and appointed officials.

Each year, the event offers dozens of diverse sessions that provide innovative ideas, proven best practices and practical information over the course of three days. Conference topics are carefully selected to ensure the most relevant, timely solutions to problems facing Illinois communities. The speakers who present them are among the best in their field.

IML provides online Article 3 (Police) and Article 4 (Fire) Pension Trustee Certification, free of charge, to meet the state-mandated 16-hour initial training and eight-hour annual training requirements for local pension board trustees. This offers trustees the opportunity to meet their certification requirements when it is most convenient for them, and at a considerable savings to the pension funds. This training is available at [iml.org/pensiontrustees](https://iml.org/pensiontrustees).

IML offers Open Meetings Act training and Sexual Harassment Prevention training materials that meet State of Illinois mandates.

In addition to the IML Annual Conference, education opportunities are offered throughout the year in person and online. Municipal Attorneys Seminars are held in the spring and at the IML Annual Conference in the fall. The 2024 IML Annual Conference will also feature an all-day Tax Increment Financing (TIF) Seminar. Learn more about IML's education opportunities online at [iml.org/education](https://iml.org/education).

In 2023, IML launched a new webpage ([iml.org/neo](https://iml.org/neo)) geared towards newly elected officials. Among the available resources is a set of 17 videos that cover the basics of municipal government, including a series of videos produced in partnership with the University of Illinois Springfield. The webpage helps newly elected officials complete their required Open Meetings Act and Cybersecurity trainings, has links to all state agencies, as well as a guide to other resources that IML offers its members. Content continues to be added to the webpage, making it a valuable tool for both new and returning municipal officials.

Learn more and register for our Annual Conference at:

[iml.org/conference](https://iml.org/conference)

# Media Engagement

## An election cycle inevitably generates media attention.

Dealing with the media need not be adversarial, nor is it even a “necessary evil,” as some candidates would argue. Quite to the contrary, the press can be a valuable resource to your community and to you personally. Failure to build a relationship with the press and to keep them informed can create unending problems.

The business of government is to be conducted in the open. Dealing with the press is a legitimate part of that process. Following are several suggestions to consider when working with the media.

### FIRST, BE HONEST

Always give reporters and the media honest answers to their questions. If you cannot be honest, then do not talk to the press on a particular issue, but never give false information.

### SECOND, RETURN TELEPHONE CALLS OR MESSAGES

Reporters are doing their jobs. Part of your role is keeping constituents informed, and your constituents read the newspaper, online news, social media, blogs and listen to local radio shows. Returning messages from the media is imperative.

### THIRD, TAKE THE TIME TO EXPLAIN YOUR POSITION

While you may be familiar with an issue that has gone on for a long time in your municipality, the reporter (and, for that matter, your constituents) may not have any idea what the matter is about or why it has been so difficult to solve. You may need to take time to explain the historical background of what has occurred and why you are taking a particular position.

### FOURTH, IF YOUR STORY IS NOT GETTING ACROSS, CONSIDER WRITING AN OP-ED PIECE

If an issue is important enough or you believe the facts are not being reported fully, consider writing your own op-ed piece. A letter to the editor is usually short and subject to editing by the publication; however, an op-ed piece carries more significance and may be longer. This could be an opportunity to tell your story the way you want to tell it.

### FIFTH, MEET WITH THE EDITORIAL BOARD

For all of the reasons listed above, it can be helpful to meet with a newspaper’s local editorial board. This may be particularly helpful when the editorial board may be expected to weigh in on complicated or controversial issues.

### SIXTH, DEVELOP A THICK SKIN

Because you do not write the articles, news stories will rarely appear as one-sided cheering sections for you or your position. Keep your perspective on this. Reasonable people can disagree, and not everyone will invest in a particular issue with as much importance as you might.

### FINALLY, BE RESPECTFUL AND THOUGHTFUL IN YOUR PUBLIC AND PRIVATE BEHAVIOR

We live in an era of cell phone cameras and social media; everyone should act accordingly. Off-hand comments and remarks that are insensitive to others — whether in real life or online — are unacceptable. Such comments will hurt your credibility and will distract from your legitimate goals and objectives. Remember that as long as you are a public figure, your private actions and casual remarks will shape the public’s perception of you, and possibly your community.

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Excerpted from  
*Handbook for Newly Elected Officials.*

Available for purchase or free download at:  
**[iml.org/publications](http://iml.org/publications)**

# Legal Services

IML attorneys are active in providing assistance to locally-retained municipal attorneys throughout the state. With the input and assistance of the Home Rule Attorneys Committee, IML provides model and sample ordinances and model policies on a wide array of municipal issues.

In addition, IML attorneys may file *amicus* briefs in support of municipalities in the appellate courts or Illinois Supreme Court on cases with a statewide impact on communities. IML also

provides continuing legal education to municipal attorneys through Municipal Attorneys Seminars, usually held each spring and at IML’s Annual Conference each fall. The seminars explore the latest developments in municipal law, led by subject matter experts and leading municipal attorneys.

Online legal resources including model and sample ordinances, the monthly *Legal Bulletin* and answers to frequently asked questions are available at [iml.org/legal](http://iml.org/legal).

# You've Been Elected! Now What Do You Do?

Once in office, municipal officials can look forward to their public service and the continuing support of IML as we fulfill our mission to Educate, Advocate and Empower municipal officials throughout the state. Be sure to take full advantage of the resources available through IML, some of which are listed below.

## IML MEMBERSHIP SERVICES

- Legislative advocacy at the state and federal levels
- Full-time in-house legal counsel
- Comprehensive website ([iml.org](http://iml.org)) with the latest news, legislative updates, events, fact sheets and valuable resources
- Educational opportunities throughout the year in person and online, including Open Meetings Act training, Freedom of Information Act training, online Cybersecurity training, online Sexual Harassment Prevention training and the IML Annual Conference in Chicago ([iml.org/education](http://iml.org/education))
- Article 3 and Article 4 Pension Trustee Certification ([iml.org/pensiontrustees](http://iml.org/pensiontrustees))
- *Statehouse Briefing* (emailed weekly)
- *Illinois Municipal Review* magazine (mailed monthly)
- *Legal Bulletin* (published monthly)
- *Federal Focus* (emailed monthly or more frequently as needed)

## IML PUBLICATIONS

IML has an extensive library of free or affordably-priced publications designed to address a wide range of municipal topics. Below is a list of publications that can be ordered online at [iml.org/publications](http://iml.org/publications):

- *Conflicts of Interests, Ethics and Liability of Illinois Elected Officials*
- *Financing Municipal Improvements*
- *Handbook for Newly Elected Officials\**
- *Illinois Municipal Directory*
- *Illinois Municipal Handbook*
- *Illinois Municipal Policy Journal\**
- *Manual on Police and Fire Disciplinary Matters*
- *Manual on Municipal Forms of Government*
- *Municipal Licensing and Registration\**
- *Open Meetings Act and Freedom of Information Act\**
- *Parliamentary Motion Guide\**
- *Zoning Handbook for Municipal Officials\**

\*available for free PDF download

## QUESTIONS?

Should you have non-political questions at any point during your candidacy or after the election, please feel welcome to contact us.

The Municipal Clerks of Illinois and the Illinois State Board of Elections are also valuable resources.

Illinois Municipal League  
(217) 525-1220  
[iml.org](http://iml.org)

Municipal Clerks of Illinois  
[mci.iml.org](http://mci.iml.org)

Illinois State Board of Elections  
(217) 782-4141 or (312) 814-6440  
[elections.il.gov](http://elections.il.gov)

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*A Candidate's Guide to Municipal Government* was originally developed in partnership with the Municipal Clerks of Illinois (MCI).

*Revised July 29, 2024*



## Self-Evaluation Services

Maybe you struggled through a contentious campaign to be elected or your new role is fraught with tension. Maybe the board is too acrimonious to be effective. As a benefit of membership, IML staff can assist with convening a closed session of the governing body to develop solutions to issues that may be impacting your municipality.

Regardless of the issues at hand, a self-evaluation session can serve as an opportunity to focus on future success.

The Open Meetings Act affords municipal governments the opportunity to meet in closed session for the subjects of “self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.” (5 ILCS 120/2(c)(16)).

Contact IML at (217) 525-1220 to discuss whether these services might benefit your community.