

OSWEGO TOWNSHIP

ORDINANCE NO. 2022 - 08

**AN ORDINANCE ADOPTING AN ATTENDANCE POLICY FOR
OSWEGO TOWNSHIP**

**ADOPTED BY
THE BOARD OF TRUSTEES OF THE
OSWEGO TOWNSHIP**

This 14th day of JUNE, 2022

**AN ORDINANCE ADOPTING AN ATTENDANCE POLICY
FOR OSWEGO TOWNSHIP**

WHEREAS, the Oswego Township ("**Township**") is an Illinois township formed and operating pursuant to the Illinois Township Code ("**Code**"), 60 ILCS 1/1 et seq.; and

WHEREAS, Section 80-10(d) of the Code (60 ILCS 1/80-10(d)) authorizes the Township Board to adopt rules governing regularly scheduled Township meetings including rules governing excused absences by the Township Supervisor and Township Trustees from regularly scheduled board meetings; and

WHEREAS, the Township Board hereby finds and declares that adopting an attendance policy for the Township Supervisor and Trustees is in the best interests of the Township and its residents.

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees for Oswego Township, Kendall County, as follows:

SECTION 1: The forgoing recitals are hereby incorporated into this Ordinance herein as findings of the Oswego Township Board of Trustees.

SECTION 2: The Board of Trustees hereby approve the Attendance Policy, substantially in the form of *Exhibit A*, attached and hereby incorporated into this Ordinance by this reference.

SECTION 3: If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the validity thereof shall not affect any of the other provisions of this Ordinance.

SECTION 4: All enactments in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 5: This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.


Passed on June 14, 2022, on a roll call vote as follows:

AYES:

ABSTAIN:

NAYES:

ABSENT:



Supervisor

ATTEST:



Clerk

EXHIBIT A

ATTENDANCE POLICY

SECTION 1: If a Township Trustee cannot attend a regularly scheduled Township Board Meeting, the Trustee must notify the Township Supervisor and each Township Trustee, via email, of their intended absence, as soon as practical, but in no event later than 24 hours before the regularly scheduled meeting is scheduled to occur, in order to obtain an excused absence. Failure to properly notify the Township Supervisor or any of the Township Trustees will result in a notation in the minutes that the absence is unexcused. The following absences are considered excused:

- a) personal illness or disability,
- b) a family or other emergency, or
- c) the business of the Township.

SECTION 2: If any Trustee fails to attend five (5) consecutive regularly scheduled Township Board Meetings without an excused absence, the Township Board may declare a vacancy in the office of the Trustee. After a vacancy is declared under this section, then the Township Board shall fill the vacancy by appointment as provided by law.

SECTION 3: The Township Supervisor shall appoint a Supervisor Pro Tem, subject to the advice and consent of the Trustees, to serve in the absence of the Supervisor. The Supervisor Pro Tem shall act only to conduct the business of the Township at the meeting on the absence of the Supervisor. The Supervisor Pro Tem shall be designated by nomination and vote by the Township Trustees present at such meeting. Following appointment, the Supervisor Pro Tem shall serve until any of the following occurs:

1. Such person resigns as Supervisor Pro Tem; or
2. Such person is no longer a Township Trustee; or
3. A Township Supervisor successor is chosen following the next general municipal election;
or
4. The Township Supervisor appoints a new Supervisor Pro Tem in accordance with the procedures set forth in this Section 3.
5. The Township Supervisor again becomes able/available to exercise his/her responsibilities.

SECTION 4: In the event the Township Supervisor fails to attend a meeting of the Township Board, the Supervisor Pro Tem shall act as a temporary chairman for the meeting of the Township Board, and while so serving as temporary chairman, shall have only the power of a presiding officer and a right to vote in the capacity as Trustee on any ordinance, resolution, or motion. In the absence of the Township Supervisor and Supervisor Pro Tem from a meeting, the Board of Trustees may elect one of their members to act as a temporary chairman.