

CHAPTER 3

BOARDS AND COMMISSIONS

ARTICLE 1	BOARD OF LOCAL IMPROVEMENTS
ARTICLE 2	BOARD OF FIRE AND POLICE COMMISSIONS
ARTICLE 3	BOARD OF TRUSTEES, FIREMEN'S PENSION FUND
ARTICLE 4	BOARD OF TRUSTEES, POLICE PENSION FUND
ARTICLE 5	ZONING BOARD OF APPEALS
ARTICLE 6	PLAN COMMISSION
ARTICLE 7	COMMISSION FOR SENIOR CITIZENS
ARTICLE 8	YOUTH RECREATION COMMISSION
ARTICLE 9	
ARTICLE 10	CIVIL SERVICE COMMISSION
ARTICLE 11	
ARTICLE 12	BEAUTIFICATION COMMISSION
ARTICLE 13	HISTORICAL COMMISSION
ARTICLE 14	PERSONNEL BOARD
ARTICLE 15	EMERGENCY TELEPHONE SYSTEM BOARD
ARTICLE 16	
ARTICLE 17	

CHAPTER 3

BOARDS AND COMMISSIONS

ARTICLE 1. BOARD OF LOCAL IMPROVEMENTS

SECTION

- 3-1-1: Establishment
- 3-1-2: Duties
- 3-1-3: Secretary

3-1-1: ESTABLISHMENT: There is hereby established a Board of Local Improvements as follows: the Village President shall serve as President of the Board of Local Improvements, and the Village Trustees shall serve as members of the Board.

3-1-2: DUTIES: The Board of Local Improvements shall have all the powers conferred and all the duties prescribed by the provisions of the Illinois Revised Statutes pertaining to Local Improvements.

3-1-3: SECRETARY: The Village Clerk shall serve as ex-officio Secretary of the Board of Local Improvements. He shall attend all meetings of the Board and shall keep minutes of its proceedings. He shall preserve and file all petitions, resolutions, papers and documents and other official actions of the Board. He shall mail and post all estimates and notices which are required by law to be made by said Board to the corporate authorities. The Secretary shall perform all other acts and duties required by statute and by the Board of Local Improvements.

CHAPTER 3

BOARDS AND COMMISSIONS

ARTICLE 2. BOARD OF FIRE AND POLICE COMMISSIONERS

SECTION

3-2-1: Repealed
3-2-2: Repealed
3-2-3: Repealed
3-2-4: Repealed
3-2-5: Repealed
3-2-6: Repealed
3-2-7: Repealed
3-2-7.1: Appointments by the Mayor and Board of Trustees
3-2-8: Rules
3-2-9: Publication of Rules
3-2-10: Repealed
3-2-11: Retirement
3-2-12: Annual Report and Budget Request
3-2-13: Additional Powers and Duties

3-2-1: Repealed

3-2-2: Repealed

3-2-3: Repealed

3-2-4: Repealed

3-2-5: Repealed

3-2-6: Repealed

Revised 01/05/05
Revised 07/07/04

3-2-7: Repealed

3-2-7.1: APPOINTMENTS BY THE MAYOR AND BOARD OF TRUSTEES

(a) **Police Department.** Notwithstanding any other provision, the Mayor, with the advice and consent of the Trustees, may appoint as a full-time patrol officer any person who is certified under the Illinois Police Training Act as a part-time law enforcement officer or as a full-time law enforcement officer. Such appointment can be made without regard to any original eligibility list maintained by the Personnel Board; however, such Board shall conduct a background investigation, physical testing, medical examination, psychological examination and polygraph examination to determine fitness for duty. Any person appointed pursuant to this section shall serve the full probationary period and shall have seniority begin as of the date of appointment as a full-time patrol officer.

(b) **Fire Department.** Notwithstanding any other provisions, the Mayor, with the advice and consent of the Trustees, may appoint as a full-time firefighter/paramedic any person who is State certified as a Firefighter and EMT/P. Such appointment can be made without regard to any original eligibility list maintained by the Personnel Board; however, such Board shall conduct a background investigation, physical testing, medical examination, psychological examination and polygraph examination to determine fitness for duty. Any person appointed pursuant to this section shall serve the full probationary period and shall have seniority begin as of the date of appointment as a full-time firefighter/paramedic.

The Mayor, with the advice and consent of the Trustees, may appoint as a part-time or paid-on-call Firefighter any person who is State certified as a Firefighter. The Mayor, with the advice and consent of the Trustees, may appoint as a part-time or paid-on-call firefighter/paramedic any person who is State certified as a Firefighter and EMT/P.

3-2-8: Repealed

Revised 01/05/05
Revised 07/07/04

3-2-9: PUBLICATION OF RULES: All rules and regulations and any charges there in shall be printed immediately for distribution, and notice shall be given of where the printed rules and regulations may be obtained and of the date, not less than ten (10) days subsequent to the time of printing, when the rules or changes therein shall go into effect.

3-2-10: RESIDENCY REQUIREMENTS:

a. An applicant for original appointment as a member of the Police Department or Fire Department must be a citizen of the United States, and an elector and a resident of Cook County, Illinois.

b. Persons who have been appointed to the Police Department or Fire Department must reside in the Village of Bridgeview within six (6) months after satisfactory completion of such person's probationary period and permanent appointment and certification to the Police or Fire Department by the Board of Fire and Police Commissioners of the Village of Bridgeview.

c. Fully appointed and certified members of the Police and Fire Departments shall be electors and reside in the Village of Bridgeview.

d. The Chief of the Fire Department and the Chief of the Police Department are not required to reside in the Village.

3-2-11: RETIREMENT: Retirement for policemen and firemen within the Village shall be mandatory upon attainment of age 65.

3-2-12: ANNUAL REPORT AND BUDGET REQUEST: On or before March 1 or each year, the Board shall submit to the Village President a report of its activities, and of the rules in force and the practical effect thereof. In this report, the Board may make suggestions which the Board believes would result in greater efficiency in the Police and Fire Departments. The Board shall also submit, at this time, an annual budget request to the Village President and Board of Trustees.

3-2-13: ADDITIONAL POWERS AND DUTIES: The Board shall have such other powers and duties as prescribed by the statutes of the State of Illinois.

CHAPTER 3

BOARDS AND COMMISSIONS

ARTICLE 3. BOARD OF TRUSTEES, FIREMEN'S PENSION FUND

SECTION

- 3-3-1: Establishment, Appointment and Election
- 3-3-2: Meetings, Organization, Duties and Powers

3-3-1: ESTABLISHMENT, APPOINTMENT AND ELECTION: There is hereby created the Board of Trustees of the Firefighters' Pension Fund. The Board shall consist of five members. Two members shall be appointed by the Mayor; two members shall be active participants in the fund who are elected from the active participants of the fund; and one member shall be a person who is retired from the fund who is elected from persons retired from the fund. A firefighter receiving a disability pension shall be considered a retired firefighter. In the event that there are no retired firefighters, then an additional active firefighter shall be elected to the Board.

The appointment or election of members to the Board shall comply with the provisions of 40 ILCS 5/4-121.

3-3-2: MEETINGS, ORGANIZATION, DUTIES AND POWERS: The Board shall elect such officers, hold such meetings, keep such records and submit such reports as shall be required by statute, and, in addition, shall make all necessary rules and regulations and perform such duties and have such powers as are conferred upon it by the statutes of the State of Illinois.

CHAPTER 3

BOARDS AND COMMISSIONS

ARTICLE 4. BOARD OF TRUSTEES, POLICE PENSION FUND

SECTION

- 3-4-1: Establishment, Appointment and Election
- 3-4-2: Meetings, Organization, Duties and Powers

3-4-1: ESTABLISHMENT, APPOINTMENT AND ELECTION: There is hereby created the Board of Trustees of the Police Pension Fund. The Board shall consist of five members. Two members shall be appointed by the Mayor; two members shall be active participants in the fund who are elected from the active participants of the fund; and one member shall be a beneficiary of the fund who is elected by the beneficiaries of the fund.

The appointment or election of members to the Board shall comply with the provisions of 40 ILCS 5/3-128.

3-4-2: MEETINGS, ORGANIZATION, DUTIES AND POWERS: The Board shall elect such officers, hold such meetings, keep such records and submit such reports as shall be required by statute, and, in addition, shall make all necessary rules and regulations and perform such duties and have such powers as are conferred upon it by the statutes of the State of Illinois.

CHAPTER 3

BOARDS AND COMMISSIONS

ARTICLE 5. ZONING BOARD OF APPEALS

SECTION

- 3-5-1: Establishment, Appointments and Term of Office
- 3-5-2: Vacancy
- 3-5-3: Powers and Duties
- 3-5-4: Meetings and Rules
- 3-5-5: Compensation
- 3-5-6: Removal of Office

3-5-1: ESTABLISHMENT, APPOINTMENTS AND TERM OF OFFICE: There is hereby established a Zoning Board of Appeals, consisting of seven (7) members, one of whom shall be designated as Chairman at the time of his appointment, to be appointed by the Village President with the advice and consent of the Board of Trustees. Each member shall serve a term of five (5) years, and until their respective successors are appointed and qualified; however, members shall be appointed for such terms that the term of one (1) member shall expire annually.

The Zoning Board shall be of the same membership as the Plan Commission.

3-5-2: VACANCY: If a vacancy occurs in the office of any Board member, a successor shall be appointed to serve for the unexpired term. In the event that the office of Chairman is vacated for any reason, the Village President, with the advice and consent of the Board of Trustees, shall immediately appoint either one of the remaining members of the Zoning Board of Appeals, or any member who is appointed to fill such vacancy of the Zoning Board of Appeals as the new Chairman.

3-5-3: POWERS AND DUTIES: The Zoning Board of Appeals shall have the following powers and duties:

a. To hear and decide an appeal from an administrative order, requirement or determination made by the Building Commissioner under the Zoning Ordinance of the municipality.

b. To hear applications for variations and to hold public hearings on applications for amendments and special uses and thereafter to submit reports of findings and recommendations to the Board of Trustees that it vary the application of the rules and regulations of the Zoning Ordinance of the municipality.

c. To hear or decide all other matters referred to it upon which it is required to decide under the Zoning Ordinance of the municipality.

d. To perform such other duties and exercise such other powers germane to the powers granted by the Board of Trustees and the statutes of the State of Illinois.

3-5-4: MEETINGS AND RULES: All meetings of the Zoning Board of Appeals shall be held at the call of the Chairman, and at such other times as the Board may determine. All testimony by witnesses at any hearing provided for in the Zoning Ordinance of the municipality shall be given under oath. The Chairman, or in his absence the Acting Chairman, may administer oaths and compel the attendance of witnesses.

All meetings of the Board shall be open to the public. The Board shall keep minutes of its proceedings, showing the vote of each member upon every question, or if absent or failing to vote, indicating that fact, and shall also keep records of its examinations and other official actions. Every rule, regulation, every amendment or repeal thereof, and every order, requirement, decision, or determination of the Board shall immediately be filed in the office of the Village Clerk and shall be a public record.

No hearing shall be conducted without a quorum of the Board being present, which shall consist of a majority of four (4) of all the members.

A concurring vote of four (4) members of the Board shall be necessary on any matter upon which it is authorized to decide all matters under the provisions of the Zoning Ordinance of the municipality.

The concurring vote of four (4) members of the Board shall be necessary to reverse any order, requirement, decision or determination of the Administrative Officer, or to decide in favor of the applicant any matter upon which it is required to pass under the Zoning Ordinance of the municipality or to recommend any variation to the Board of Trustees.

3-5-5: COMPENSATION: Members of the Zoning Board of Appeals shall receive such compensation as may be established, from time to time, by ordinance.

3-5-6: REMOVAL FROM OFFICE: The Village President, for cause and after a public hearing, shall have the power to remove any member of the Zoning Board of Appeals.

CHAPTER 3

BOARDS AND COMMISSIONS

ARTICLE 6. PLAN COMMISSION

SECTION

- 3-6-1: Establishment, Appointments and Term of Office
- 3-6-2: Vacancy
- 3-6-3: Powers and Duties
- 3-6-4: Meetings and Rules
- 3-6-5: Compensation
- 3-6-6: Removal from Office

3-6-1: ESTABLISHMENT, APPOINTMENTS AND TERM OF OFFICE: There is hereby established a Plan Commission, consisting of seven (7) members, one of whom shall be designated as Chairman at the time of his appointment, to be appointed by the Village President with the advice and consent of the Board of Trustees. Each member shall serve a term of five (5) years, and until their respective successors are appointed and qualified; however, members shall be appointed for such terms that the term of one (1) member shall expire annually.

The Plan Commission shall be of the same membership as the Zoning Board of Appeals.

3-6-2: VACANCY: If a vacancy occurs in the office of any Commission member, a successor shall be appointed to serve for the unexpired term.

3-6-3: POWERS AND DUTIES: The Plan Commission shall have the following powers and duties:

a. To prepare reports of its planning observations and recommendations on applications for zoning certificates, amendments and special uses, and thereafter to submit its reports to the Board of Trustees in the manner prescribed by the Zoning Ordinance of the municipality.

b. To initiate, direct and review, from time to time, studies of the provisions of the Zoning Ordinance of the municipality, and to make reports of its recommendations relative to proposed amendments to the Board of Trustees not less frequently than once each year.

c. To hear or decide all other matters upon which it is required to decide under the Zoning Ordinance of the municipality.

d. To perform such other duties and exercise such other powers germane to the powers granted by the Board of Trustees and the statutes of the State of Illinois.

3-6-4: MEETINGS AND RULES: All meetings of the Plan Commission shall be held at the call of the Chairman, and at such other times as the Plan Commission may determine. All hearings conducted by said Plan Commission under the provisions of the Zoning Ordinance of the municipality shall be in accordance with Illinois statutes. In all proceedings of the Plan Commission provided for in the Zoning Ordinance of the municipality, the Chairman, and in his absence the Acting Chairman, shall have the power to administer oaths. The Plan Commission shall keep minutes of its proceedings, and shall also keep records of its hearings and other official actions. A copy of every rule or regulation, every amendment and special use, and every recommendation, order, requirement, decision or determination of the Plan Commission under the Zoning Ordinance of the municipality shall immediately be filed in the office of the Village Clerk and shall be a public record.

No hearing shall be conducted without a quorum of the Commission being present, which shall consist of a majority of four (4) of all the members. The Plan Commission may make recommendations upon the vote of a majority of a quorum.

All meetings of the Plan Commission shall be open to the public.

The Plan Commission shall adopt its own rules and procedures, not in conflict with the ordinances of the municipality or with applicable Illinois statutes.

3-6-5: COMPENSATION: Members of the Plan Commission shall receive such compensation as may be established, from time to time, by ordinance.

3-6-6: REMOVAL FROM OFFICE: The Village President, in accordance with the provisions of the Illinois statutes, may remove members of the Plan Commission in the same manner as other municipal officials.

CHAPTER 3

BOARDS AND COMMISSIONS

ARTICLE 7. COMMISSION FOR SENIOR CITIZENS

SECTION

- 3-7-1: Establishment, Appointments and Term of Office
- 3-7-2: Qualifications
- 3-7-3: Compensation
- 3-7-4: Purpose
- 3-7-5: Powers and Duties
- 3-7-6: Facilities and Services Available
- 3-7-7: Senior Citizen Defined

3-7-1: ESTABLISHMENT, APPOINTMENTS AND TERM OF OFFICE: There is hereby established a Commission to be known as the Commission for Senior Citizens, consisting of seven (7) members to be appointed by the Village President with the advice and consent of the Board of Trustees. The Village President shall designate one of the members to act as Chairman of said Commission. The Village President shall be an ex-officio member of the Commission. The term of office of each member of the Commission shall be for one (1) year and until his successor is appointed and qualified.

3-7-2: QUALIFICATIONS: The persons appointed to said Commission shall be residents of the Village of Bridgeview, or persons employed within the Village, and persons whose business, occupation or professional activity is carried on to a substantial degree within the Village.

3-7-3: COMPENSATION: Commission members shall serve without compensation, but may be reimbursed for any personal expense incurred in the performance of their duties.

3-7-4: PURPOSE: The purpose of the Commission is to conserve and nurture the human resources represented by the senior citizens of the Village of Bridgeview and to promote generally the best interests and welfare of the senior citizens of the Bridgeview community and consider the furnishing or implementation of services designed to provide assistance to the aged, such as nutritional programs, facilities improvement, transportation services, senior volunteer programs, supplementary health services, programs for leisure-time activities, housing and employment counseling, other informational, referral and counseling programs to aid the aged in availing themselves of existing public or private services, or other similar social services intended to aid the senior citizen in attaining and maintaining self-sufficiency, personal well-being and maximum participation in community life.

3-7-5: POWERS AND DUTIES: The Commission shall have the following responsibilities and powers, and shall perform the following duties:

- a. Cooperate with the Village President, the Board of Trustees, Village departments and officials in establishing and executing a program of senior citizen welfare.
- b. Enlist and encourage the cooperation of all public and voluntary agencies, religious and ethnic groups, community organizations, labor and business entities, fraternal and benevolent societies, veterans organizations, professional and technical organizations and other groups in carrying on its work.
- c. Cooperate with similar commissions and agencies of other municipalities and with state and federal agencies whenever such action is appropriate in effectuating the policies of the Commission.
- d. Conduct public hearings, carry on research or otherwise obtain factual data, issue such publications and make such recommendations as in its judgment will effectuate the policies of the Commission.
- e. Encourage the formation of neighborhood groups and assist these groups in conducting activities aimed at developing and extending recreation and other constructive programs for senior citizens.

3-7-6: FACILITIES AND SERVICES AVAILABLE: The facilities of the Municipal Building shall be available to the Commission for its meetings. The services of Village departments and agencies shall be available to the Commission on request.

3-7-7: SENIOR CITIZEN DEFINED: The term "senior citizen" for the purpose of this Article means a person of 55 years of age or older, or a person nearing the age of 55 for whom opportunities for employment and participation in community life are unavailable or severely limited and who is, as a result thereof, having difficulty in maintaining self-sufficiency and contributing to the life of the community.

CHAPTER 3

BOARDS AND COMMISSIONS

ARTICLE 8. YOUTH RECREATION COMMISSION

SECTION

- 3-8-1: Establishment, Appointments and Term of Office
- 3-8-2: Qualifications
- 3-8-3: Compensation
- 3-8-4: Organization
- 3-8-5: Purpose
- 3-8-6: Powers and Duties
- 3-8-7: Facilities and Services Available

3-8-1: ESTABLISHMENT, APPOINTMENTS AND TERM OF OFFICE: There is hereby established a Youth Recreation Commission consisting of nine (9) members, one of whom shall be designated as Chairman at the time of his appointment, to be appointed by the Village President with the advice and consent of the Board of Trustees. The Village President shall be an ex-official member of the Commission. The term of office of each member of the Commission shall be for one (1) year and until his successor is appointed and qualified.

3-8-2: QUALIFICATIONS: The persons appointed to said Commission shall be residents of the Village of Bridgeview, or persons employed within the Village, and persons whose business, occupation or professional activity is carried on to a substantial degree within the Village.

3-8-3: COMPENSATION: Commission members shall serve without compensation, but may be reimbursed for any personal expense incurred in the performance of their duties.

3-8-4: ORGANIZATION: The Commission shall elect from its members a Secretary and such other officers as it may deem advisable. The Secretary shall keep the minutes of the Commission's proceedings and shall maintain a record of attendance of its members.

The Commission may adopt rules of order and procedure for the conduct of its business, and shall meet at such times as it deems appropriate. Five (5) members of the Commission shall constitute a quorum.

3-8-5: PURPOSE: The purpose of the Commission is to conserve the human resources

represented by the Bridgeview youth, and to protect and preserve the Bridgeview community by providing recreation programs designed to promote good adjustment, responsibility, independence, citizenship and sportsmanship among the Bridgeview youth, by utilizing available facilities, inaugurating programs and methods of education and re-education and training directed toward the well-being of Bridgeview youths.

3-8-6: **POWERS AND DUTIES:** The Commission shall have the following responsibilities and powers, and shall perform the following duties:

- a. Cooperate with the Village President, the Board of Trustees, Village departments and officials and agencies in carrying out a program of youth recreating and welfare involving all public and voluntary agencies of the community in promoting the providing of services and facilities to the youth of Bridgeview and their families.
- b. Recommend such legislative action to the corporate authorities as it may deem appropriate to effectuate the policies of the Commission. The Commission shall submit an annual written report, covering the activities of the Commission for the preceding year, to the Village President and Board of Trustees.
- c. Enlist and encourage the cooperation of all public and voluntary agencies, religious and ethnic groups, community organizations, labor and business entities, fraternal and benevolent societies, veterans organizations, professional and technical organizations and other groups in carrying on its work.
- d. Encourage the formation of neighborhood groups and assist these groups in conducting activities aimed at developing and extending recreation facilities and other constructive programs for youth.

3-8-7: **FACILITIES AND SERVICES AVAILABLE:** The facilities of the Municipal Building shall be available to the Commission for its meetings. The service of Village departments and agencies shall be available to the Commission on request.

CHAPTER 3

BOARDS AND COMMISSIONS

ARTICLE 9. Blank

CHAPTER 3

BOARDS AND COMMISSIONS

ARTICLE 10. CIVIL SERVICE COMMISSION

SECTION

- 3-10-1:
- 3-10-2:
- 3-10-3:
- 3-10-4:
- 3-10-5:
- 3-10-6: Rules
- 3-10-7: Publication of Rules
- 3-10-8: Preemption of Statutory Provisions
- 3-10-9: Employment by the Mayor and Board of Trustees
- 3-10-10: Civil Service Status

3-10-1

3-10-2:

3-10-3:

3-10-4:

3-10-5:

3-10-6: RULES: The Commission shall make rules to carry out the purposes of the Civil Service System, and for examinations, appointments and removal in accordance with the provisions of Division 1, of Article 10 of Chapter 24 of the Illinois Revised Statutes. The Commission may, from time to time, make changes in the original rules not inconsistent with state statutes.

3-10-7: PUBLICATION OF RULES: All rules made as herein provided and all changes therein shall forthwith be printed for distribution by the Commission. The Commission shall give notice of the places where the rules may be obtained by publication in one or more newspapers published in the municipality, and if no newspaper is published in such municipality, then in a newspaper of general circulation in such municipality. In each such publication shall be specified the date, not less than ten (10) days subsequent to the date of such publication, when the rules shall go into operation.

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3-10-8: PREEMPTION OF STATUTORY PROVISIONS: The provisions of Civil Service in Cities (Division 1, Article 10, of the Illinois Municipal Code) shall not apply to the hiring, suspension or discharge of seasonal, temporary, and part-time employees; and shall apply only to full-time employees of the Village.

3-10-9: EMPLOYMENT BY THE MAYOR AND BOARD OF TRUSTEES:
Notwithstanding any other provision, the Mayor, with the advice and consent of the Trustees, may employ any person as a full-time employee. Such employment may be made without regard to any original eligibility list maintained by the Civil Service Commission; however, such Commission may conduct a background investigation, physical testing and medical examination to determine fitness for duty. Any person employed pursuant to this section shall serve the full probationary period of 6 months and shall have seniority begin as of the date of employment as a full-time employee except as otherwise provided under a collective bargaining agreement.

3-10-10: CIVIL SERVICE STATUS: Any employee hired pursuant to the provisions of Section 3-10-9 and not through an original eligibility testing procedure shall not be entitled to any civil service status and the provisions of Civil Service in Cities (Division 1, Article 10, of the Illinois Municipal Code) shall not apply to the hiring, promotion, suspension or discharge thereof.

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CHAPTER 3

BOARDS AND COMMISSIONS

ARTICLE 11.

Revised 06/01/2011

CHAPTER 3

BOARDS AND COMMISSIONS

ARTICLE 11. FAIR HOUSING REVIEW BOARD

SECTION

- 3-11-1: Board Created, Membership
- 3-11-2: Appointment, Terms
- 3-11-3: Qualifications
- 3-11-4: Duties

3-11-1: BOARD CREATED, MEMBERSHIP: For the purpose of the just and efficient enforcement of provisions and regulations contained herein in Chapter 15, Article 6, of this Municipal Code, there is hereby created a Fair Housing Review Board, consisting of three (3) members.

3-11-2: APPOINTMENT, TERMS: Each member shall be appointed by the Mayor with the advice and consent of the Trustees to serve a term of (3) years. Appointments shall be staggered so that one term expires on April 30 of each year.

3-11-3: QUALIFICATIONS: Members of the Fair Housing Review Board shall be residents of the Village of Bridgeview. No person shall simultaneously serve as a member of the Fair Housing Review Board and of the Board of Trustees of the municipality.

3-11-4: DUTIES: The Fair Housing Review Board shall have and execute with respect to all dwellings and persons located within the Village of Bridgeview, subject to the Fair Housing Ordinance, the following powers, duties and functions:

- a. to hold hearings on, and make findings of fact with respect to, any such complaint;
- b. to administer oaths, take sworn testimony, and to subpoena witnesses and pertinent documents, which power may be enforced by proper petition to any court of competent jurisdiction;

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- c. to recommend the issuance of orders subject to approval by the President and Trustees, and to publish its findings of fact and recommendation orders in accordance with the provisions of this Article after submission to the President and Trustees.
- d. to render from time to time, but not less often than every twelve (12) months, a written report to municipal officials of its activities and recommendations with respect to fair housing practices, which written report shall be made public after submission to the President and Trustees; and
- e. to adopt, after approval of the President and Trustees, such rules and regulations as may be necessary and desirable to carry out the purpose of this Article.

CHAPTER 3

BOARDS AND COMMISSIONS

ARTICLE 12. BEAUTIFICATION COMMISSION

SECTION

- 3-12-1: Created
- 3-12-2: Members
- 3-12-3: Chairman
- 3-12-4: Meetings
- 3-12-5: Finances
- 3-12-6: Powers

3-12-1: **CREATED:** There is hereby created the "Beautification Commission" which shall consist of 7 members appointed by the Mayor with the advice and consent of the Board of Trustees.

3-12-2: **MEMBERS:** The term of each member shall be for one year. All members shall serve until their successors are appointed and qualified. Any member may be removed from office by the Mayor whenever the Mayor is of the opinion that the interests of the Village would be served by such removal. One member shall be a Trustee of the Village.

3-12-3: **CHAIRMAN:** The Mayor shall designate the Chairman of the Commission.

3-12-4: **MEETINGS:** The Commission shall meet as they establish. Said meetings shall be open to the public and shall comply with the open meetings law of the State. The business of said meetings shall be governed by Robert's Rules of Order unless the Commission shall adopt its own rules of order.

3-12-5: **FINANCES:** The Commission shall receive an annual budget. The Commission shall be empowered to solicit and receive donations and grants from public and private resources. All such monies shall be paid into the Village treasury. The Commission may expend such monies as are approved by the Mayor and Board of Trustees pursuant to procedures established thereby. Members of the Commission shall receive such compensation and expenses as approved by the Mayor and Board of Trustees.

3-12-6: **POWERS:** The Commission shall exercise the following powers and shall perform the following duties in planning and developing functions within the Village:

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- (a) Establish a comprehensive tree program promoting the planting of trees and shrubbery on public and private property in the Village.
- (b) Establish a beautification program to promote clean neighborhoods within the Village.
- (c) Decorate public areas within the Village to promote beautification and economic development.
- (d) Submit an annual report to the Mayor and Board of Trustees after each calendar year containing a brief outline of the past year's activities and proposed expenditures for the next fiscal year.

CHAPTER 3

BOARDS AND COMMISSIONS

ARTICLE 13. HISTORICAL COMMISSION

SECTION

- 3-13-1: Created
- 3-13-2: Members
- 3-13-3: Chairman
- 3-13-4: Meetings
- 3-13-5: Finances
- 3-13-6: Powers

3-13-1: **CREATED:** There is hereby created the "Historical Commission" which shall consist of 7 members appointed by the Mayor with the advice and consent of the Board of Trustees.

3-13-2: **MEMBERS:** The term of each member shall be for 3 years. All members shall serve until their successors are appointed and qualified. Any member may be removed from office by the Mayor whenever the Mayor is of the opinion that the interests of the Village would be served by such removal. One member shall be a Trustee of the Village, one member shall be a Library Trustee of the Bridgeview Public Library, one member shall be a Park Commissioner of the Bridgeview Park District, and one member shall be an elected official of any school district serving the Village.

3-13-3: **CHAIRMAN:** The Mayor shall designate the Chairman of the Commission.

3-13-4: **MEETINGS:** The Commission shall meet as they establish. Said meetings shall be open to the public and shall comply with the open meetings law of the State. The business of said meetings shall be governed by Robert's Rules of Order unless the Commission shall adopt its own rules of order.

3-13-5: **FINANCES:** The Commission shall receive an annual budget. The Commission shall be empowered to solicit and receive donations and grants from public and private resources. All such monies shall be paid into the Village treasury. The Commission may expend such monies as are approved by the Mayor and Board of Trustees pursuant to procedures established thereby. Members of the Commission shall receive such compensation and expenses as approved by the Mayor and Board of Trustees.

Revised 5/1/02

3-13-6:

POWERS:

The Commission shall exercise the following powers and shall perform the following duties in planning and developing functions within the

Village:

- (a) Coordinate activities with the Illinois Historic Preservation Agency and the Illinois Historic Site Advisory Council.
- (b) Create an awareness, appreciation and effective utilization of historic preservation.
- (c) Identify, preserve, and interpret historic resources.
- (d) Protect, preserve, interpret, operate, maintain and administer historic sites.
- (e) Locate, identify, record and nominate properties to the National Register of Historic Places.
- (f) Educate about the value of protecting and preserving historic resources for the education, enjoyment and economic benefit of present and future residents.
- (g) Identify the cultural resources of the Village and use such resources to make the Village a strong and vibrant community.
- (h) Submit an annual report to the Mayor and Board of Trustees after each calendar year containing a brief outline of the past year's activities and proposed expenditures for the next fiscal year.

Revised 5/1/02

CHAPTER 3

BOARDS AND COMMISSIONS

ARTICLE 14. PERSONNEL BOARD

SECTION

- 3-14-1: Created
- 3-14-2: Members
- 3-14-3: Officers
- 3-14-4: Meetings
- 3-14-5: Finances
- 3-14-6: Powers
- 3-14-7: Appointment of Police Chief and Fire Chief
- 3-14-8: Original Employment in the Police Department
- 3-14-9: Original Employment in the Fire Department
- 3-14-10: Original Eligibility Roster
- 3-14-11: Residency
- 3-14-12: Promotions – Police Department
- 3-14-13: Demotions

3-14-1: CREATED: There is hereby created the “Personnel Board” which shall consist of 5 members appointed by the Mayor with the advice and consent of the Board of Trustees.

3-14-2: MEMBERS: The term of each member shall be for 3 years. All members shall serve until their successors are appointed and qualified. Appointments shall be staggered so that no more than 2 appointments expire on April 30 of any year. Any member may be removed from office by the Mayor whenever the Mayor is of the opinion that the interests of the Village would be served by such removal. No elected officer of the Village may service on the Personnel Board.

3-14-3: OFFICERS: The Mayor shall designate the Chairman of the Board. The Board may appoint one of its members to act as Secretary or may employ a person to act as Secretary.

3-14-4: MEETINGS: The Board shall meet as they establish. Said meetings shall be open to the public and shall comply with the Open Meetings Law of the State. The business of said meetings shall be governed by Robert’s Rules of Order unless the Board shall adopt its own rules of order.

3-14-5: FINANCES: The Board shall receive an annual budget. The Board may expend such monies as are approved by the Mayor and Board of Trustees pursuant to procedures established thereby. Members of the Board shall receive such compensation and expenses as approved by the Mayor and Board of Trustees.

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3-14-6: POWERS: The Board shall assume all of the powers and duties of the Board of Fire and Police Commissioners and the Civil Service Commission.

3-14-7: APPOINTMENT OF POLICE CHIEF AND FIRE CHIEF: The Police Chief and Fire Chief shall be appointed by the Mayor with the advice and consent of the Board of Trustees. The term of appointment shall not exceed the term of office of the Mayor. A person appointed as Police Chief or Fire Chief need not be a member of the Bridgeview Police Department or Bridgeview Fire Department at the time of appointment.

3-14-8: ORIGINAL EMPLOYMENT IN THE POLICE DEPARTMENT: The Mayor, with the advice and consent of the Board of Trustees shall appoint all full-time officers to their original employment in the Bridgeview Police Department. Except as otherwise provided herein, all original appointments in the Police Department shall be from the original eligibility roster maintained by the Personnel Board.

The Personnel Board shall conduct original entrance examinations which shall be practical in character and relate to those matters that will fairly test the capacity of persons examined to discharge the duties of patrol officer. The examination shall be public, competitive, and subject to limitations as to age, education, certification, health, habits, moral character and qualifications to perform the duties of patrol officer as determined by the Personnel Board. Examinations may be written and oral, and shall include a background investigation, physical testing, medical examination, psychological examination and polygraph examination to determine fitness for duty. The Personnel Board shall determine the method, manner and weight of examinations, and shall determine a minimum passing grade for each component and the total examination. Upon the conclusion of the examinations, the Personnel Board shall prepare an original eligibility roster of candidates who have attained the minimum passing grade for each component and the total examination. Candidates shall not be ranked by score but shall be placed on the original eligibility roster if a minimum passing grade has been attained for each component and the total examination.

Whenever, the Mayor and Board of Trustees determine that there is a vacancy in the rank of patrol officer, and that such vacancy shall be filled, the Mayor with the advice and consent of the Board of Trustees shall appoint a person off of the original eligibility roster. In making such appointment the Mayor and Board of Trustees may consider qualifications and attributes of applicants in light of the needs of the Police Department.

Notwithstanding the above, the Mayor and Board of Trustees may appoint any person who is certified under the Illinois Police Training Act as a full-time law enforcement officer and has a minimum of one year's experience on a municipal police department, or its equivalent, to the rank of patrol officer. The applicant may be given preference in appointment over candidates on the original eligibility roster established by the Personnel Board. In such event, the Personnel Board may conduct a background investigation, physical testing, medical examination, psychological examination, oral interview, polygraph and any other examination to determine fitness for duty. The Personnel Board is authorized, subject to the approval of the Mayor

and Board of Trustees, to adopt rules governing the qualifications, application process and examination process for applicants under this paragraph. No candidate shall be appointed until the Mayor and Board of Trustees determine that there is a vacancy in the rank of patrol officer. The Mayor and Board of Trustees may consider qualifications and attributes of the applicants in light of the needs of the Police Department.

3-14-9: ORIGINAL EMPLOYMENT IN THE FIRE DEPARTMENT

The Mayor with the advice and consent of the Board of Trustees shall appoint all full-time firefighter/paramedic to their original employment in the Bridgeview Fire Department. Except as otherwise provided herein, all original appointments in the Fire Department shall be from the original eligibility roster maintained by the Personnel Board.

The Personnel Board shall conduct original entrance examinations which shall be practical in character and relate to those examinations which shall be practical in character and relate to those matters that will fairly test the capacity of persons examined to discharge the duties of firefighter/paramedic. The examination shall be public, competitive, and subject to limitations as to age, education, certification, health, habits, moral character and qualifications to perform the duties of firefighter/paramedic as determined by the Personnel Board. Examinations may be written and oral, and shall include a background investigation, physical testing, medical examination, psychological examination and polygraph examination to determine fitness for duty. The Personnel Board shall determine the method, manner and weight of examination, and shall determine a minimum passing grade for each component and the total examination. Upon the conclusion of the examinations, the Personnel Board shall prepare an original eligibility roster of candidates who have attained the minimum passing grade for each component and the total examination. Candidates shall not be ranked by score but shall be placed on the original eligibility roster if a minimum passing grade has been attained for each component and the total examination.

Whenever the Mayor and Board of Trustees determine that there is a vacancy in the rank of firefighter/paramedic, and that such vacancy shall be filled, the Mayor with the advice and consent of the Board of Trustees shall appoint a person off of the original eligibility roster. In making such appointment the Mayor and Board of Trustees may consider qualifications and attributes of applicants in light of the needs of the Fire Department.

domicile within the Village no later than 24 months following their initial employment. All employees in the Police Department and Fire Department shall continuously maintain domicile within the Village after establishing domicile therein.

Full-time patrol officers firefighter/paramedics, and fire lieutenants are not required to establish or maintain residency within the Village.

3-14-12 PROMOTIONS – POLICE DEPARTMENT

(a) *Appointment.* All promotions of full-time sworn members of the Police Department shall be made by the Mayor with the advice and consent of the Board of Trustees from a roster of eligible candidates provided by the Personnel Board. Promotions shall be made from the next lower rank to which the promotion is made, except for the rank of Chief. All newly promoted members are subject to an eight-month probationary period.

(b) *Promotional Examination.* All applicants for promotion shall be subject to a promotional examination by the Personnel Board. Promotional examinations shall be competitive among such members of the next lower rank as desire to submit to examination. Promotional examinations shall test the ability, qualifications, judgment, and character of the applicant to perform the duties of the rank. Examination may be written and oral; and may include tests of physical qualifications. The Personnel Board shall determine the method, manner and weight of examination and shall determine a minimum passing grade for each component and the total examination. Upon conclusion of the promotional examination, the Personnel Board shall prepare a promotional eligibility register of candidates who have attained the minimum passing grade for each component and the total examination. Candidates shall not be ranked by score. All candidates listed on the promotional eligibility register shall be considered available for placement for promotion. Unless extended by the Personnel Board, the promotional eligibility register shall expire three years after its initial posting. Notwithstanding the foregoing, the Mayor may order the Personnel Board to conduct additional testing if the promotional eligibility register contains three or less candidates eligible for promotion. Any additional testing shall not affect the status of the existing candidates whose names appear on the promotional list, nor will it operate to extend the expiration date of the promotional eligibility list.

(c) *Appointment Procedure.* The Mayor and Board of Trustees shall determine when a vacancy in rank exists such that a promotion shall be made. The promotion shall be made from the names on the promotional eligibility register.

(d) *Temporary Appointments.* The Mayor, with the advice and consent of the Board of Trustees, is hereby authorized to make temporary promotional appointments to address departmental needs. A temporary appointment is only authorized in the absence of a promotional eligibility register. The Mayor shall prescribe the length of the temporary appointment. A temporary appointment shall not exceed one year in length and will automatically expire when a promotion is made from the promotional eligibility register. The time served in a temporary appointment shall not apply towards the eight-month probationary period for newly promoted officers.

13-14-13 DEMOTIONS

The Personnel Board is authorized to demote, for cause, a non-probationary member one step in rank based upon written charges. The procedures governing the hearing shall be prescribed in the Rules and Regulations of the Personnel Board. The Personnel Board is not authorized to demote or remove the Chief of the Police Department or the Chief of the Fire Department.

Revised 10/16/2014

CHAPTER 3

BOARDS AND COMMISSIONS

ARTICLE 15. EMERGENCY TELEPHONE SYSTEM BOARD

SECTION

- 3-15-1: ETSB Created
- 3-15-2: Duties of ETSB
- 3-15-3: Moneys and Expenditures of ETSB

3-15-1: ETSB CREATED: There is hereby created the "Emergency Telephone System Board" (the "ETSB") consisting of five members appointed by the Mayor with the advice and consent of the Board of Trustees. The term of each member shall be for 5 years except that the terms of the initial appointments shall be staggered so that one expires on May 1, 2010, one expires on May 1, 2011, one expires on May 1, 2012, one expires on May 1, 2013 and one expires on May 1, 2014. One member shall be from the Police Department, one member shall be from the Fire Department, one member shall be from the Emergency Management Agency, one member shall be a public member residing within the Village and one member shall be an elected official. The Mayor shall annually designate one of the members as chairman.

All members shall serve without compensation until their successors are appointed and qualified. Any member may be removed from office by the Mayor on any formal charge whenever the Mayor is of the opinion that the interest of the Village demand removal. He shall report the reason for the removal to the Board of Trustees at a meeting to be held not less than five nor more than ten days after the removal. Should the Mayor fail to report the reasons for a removal or should the Board of Trustees by a two-thirds vote of all its members authorized by law to be elected disapprove of the removal, the member shall be restored to office.

The Board shall meet at least quarterly as they establish. Said meetings shall be open to the public and shall comply with the Open Meetings Act (5ILCS 120/1.01). The business of said meetings shall be governed by Robert's Rules of Order unless the Board shall adopt its own rules of order.

3-15-2: DUTIES OF ETSB: The Board shall exercise the powers and shall perform the duties authorized by the Emergency Telephone System Act (50 ILCS 750/0.01) including:

1. Planning a 9-1-1 system.

2. Coordinating and supervising the implementation, upgrading or maintenance of the system, including the establishment of equipment specifications and coding systems.
3. Receiving monies from the surcharge, and from any other source, for deposit into the Emergency Telephone System Fund.
4. Authorizing all disbursements from the fund.
5. Hiring, on a temporary basis, any staff necessary for the implementation or upgrade of the system.

3-15-3 MONEYS AND EXPENDITURES OF ETSB:

The Village Treasurer shall be custodian of the Emergency Telephone System Fund. No expenditures may be made therefrom except upon approval of a majority of all members of the Board. Expenditures may be made only to pay for costs authorized under the Emergency Telephone System Act.