

	<b>Administrative Protocol</b>	<b>Effective Date: 6/4/2019</b>
	<b>Boards and Commissions Application</b>	<b>Revision Date: 10/5/2021</b>

**Introduction**

The Village of Lincolnwood operates nine active Boards and Commissions that provide advisory and specialty roles for the community. These Boards and Commissions are comprised of members of the public who are appointed by the Village President with the advice and consent of the Board of Trustees. Parties interested in becoming a member of a Board or Commission are advised to complete the application attached to this Administrative Protocol along with submitting a cover letter and resume for consideration.

**I. Requirements of Board and Commission Members**

To be considered by the Village Board for a position on a Board or Commission the following requirements shall be met by prospective applicants:

- Have resided within the Village of Lincolnwood for at least one year (12 months) preceding the appointment to the Board or Commission.
- Is a registered voter
- Members of the Economic Development Commission need not be residents of the Village. Because of specific expertise required, only seven of the nine members of the Commission shall be appointed from among the residents of the Village of Lincolnwood.

In reviewing the application for Boards and Commissions the Village President and Village Board may take into consideration how an applicant may best fit into a specific Board and Commission.

**II. Application Process**

When vacancies on Boards or Commissions are known to occur, an announcement will be made no less than 30 days prior to the planned date to fill the vacancy. To be considered for a Board or Commission an interested party must complete the application attached to this Administrative Protocol. Accompanying the application shall be a resume and cover letter. Application to a Board or Commission does not guaranty appointment to that Board or Commission.

**III. Consideration**

Once an application has been received, the Village President will determine if someone will be nominated to a Board or Commission. In any interviews for Village commission vacancies, the Village Trustee serving as the liaison of the Board of Trustees to the applicable commission and the Chairperson of the applicable commission should be included. Once a person has been selected for consideration, the Village President shall appoint, with the advice and consent of the Board of Trustees, the applicant to the Board or Commission.

#### **IV. Terms of Office**

Chapter 3 of Village Code has established standards for the terms of office for members of Boards and Commissions. The standards of Chapter 3 of the Village Code are summarized here:

- In the event that a vacancy in any office of a member of a commission occurs for any reason, the Village President shall appoint, with the advice and consent of the Board of Trustees, a successor to fill the unexpired term of office created by the vacancy.
- The term of each commission member shall be three years.
  - The term of each appointed member of the Police Pension Board shall be two years.
  - The term of each appointed member of the Telecommunications Advisory Board shall be six years.
- The term of a member of a commission shall not terminate or expire until that member's successor has been duly appointed, confirmed, and qualified.
- Unless otherwise noted at the time that the application is being considered, the appointment shall be effective immediately.

In addition to these standards, it is the expectation that the membership of Boards and Commissions will be appointed to staggered terms. If you have any questions about this Administrative Protocol or the application process please contact the Village President's Office at (847) 745-4717.



**Village of Lincolnwood**  
Village President's Office  
6900 North Lincoln Avenue  
Lincolnwood, IL 60712  
(847) 745-4717  
[www.lincolnwoodil.org](http://www.lincolnwoodil.org)

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## Board and Commission Membership Application

Thank you for your interest in a position with a Lincolnwood Board or Commission. To facilitate your application process, please complete this application and send it electronically to [CommissionApplication@lwd.org](mailto:CommissionApplication@lwd.org) or to the Village President's Office, 6900 N Lincoln Avenue, Lincolnwood, IL 60712.

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Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City / State / Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Have you resided within the Village of Lincolnwood for the last 12 months? Yes \_\_\_\_ No \_\_\_\_

Are you a registered voter? Yes \_\_\_\_ No \_\_\_\_

What Board or Commission are you interested in? (Please select all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Board of Fire Police Commissioners | <input type="checkbox"/> Police Pension Board                   |
| <input type="checkbox"/> Economic Development Commission    | <input type="checkbox"/> Telecommunications Advisory Commission |
| <input type="checkbox"/> Environmental Commission           | <input type="checkbox"/> Traffic Commission                     |
| <input type="checkbox"/> Parks and Recreation Board         | <input type="checkbox"/> Zoning Board of Appeals                |
| <input type="checkbox"/> Plan Commission                    |   |

**Statement of Interest:** Briefly describe why you are interested in serving on this Board or Commission. This statement will assist in determining which candidates are best suited to fill Board and Commission vacancies. Feel free to include separate statements for each Board or Commission of interest.

**Special Qualifications:** Please list any special qualifications for serving on a Board or Commission, including skills, training, licenses, and certificates that are applicable.

**Additional Items:** To be considered by the Village President and Village Board, it is requested that each applicant submit a cover letter and resume along with this application to be considered.