



## **City of Oakbrook Terrace**

17W 275 Butterfield Road  
Oakbrook Terrace IL 60108  
(630) 941-8300  
FAX (630) 941-7254  
[www.oakbrookterrace.net](http://www.oakbrookterrace.net)

### **GET INVOLVED!**

Do you want to get involved in City government, but not sure how? Here are some options....

#### **Attend City Council Meetings**

City Council Meetings are where actual policy is determined. Formal decisions are made by the City in the form of motions, resolutions or ordinances. Committee of the Whole Meetings, held the same night as Council Meetings, are for discussion purposes. The Council takes no formal action during this portion of the meeting.

City Council Meetings are held the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month at 7:00 PM. at City Hall, 17W 275 Butterfield Road in the Council Chambers.

View Agendas/Minutes of Meetings on-line at [www.oakbrookterrace.net](http://www.oakbrookterrace.net)

#### **Boards and Commissions**

One of the more important responsibilities of the Mayor and the City Council is to nominate and confirm interested and qualified citizens to serve on the various standing Boards and Commissions that have been created to assist in accomplishing the business of local government.

#### **E-Mail Feedback**

Let us know your thoughts. Send an email to [citycouncil@oakbrookterrace.net](mailto:citycouncil@oakbrookterrace.net)



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### APPLICATION FOR CITY BOARDS/COMMISSIONS

One of the more important responsibilities of the Mayor and City Council is to nominate and confirm interested and qualified citizens to serve on the various Boards and Commissions that assist in accomplishing the business of local government.

The City of Oakbrook Terrace has three (3) boards/commissions which by ordinance require the membership of City residents. Unless otherwise noted, all members are appointed by the Mayor with the advice and consent of the City Council.

#### **Board of Police Commissioners**

The Board of Police Commissioners consists of three (3) members who serve a three (3) year term. This board is responsible for the selection, appointment and promotion of all sworn police officers below the rank of Deputy Chief. The regular meetings are scheduled on the second Thursday of the month at 8:00 PM in the City Council Chambers.

#### **Planning and Zoning Commission**

The Planning and Zoning Commission consists of seven (7) members who serve a three (3) year term. This Commission is charged with preparing and making recommendations to the City Council related to present and future developments in the City. Public hearings and/or regular meetings are conducted on the first and third Tuesday of each month. All hearings and meetings begin at 7:30 PM in the City Council Chambers.

#### **Police Pension Board**

The Police Pension Board consists of five (5) members (two (2) appointed by the Mayor; two (2) elected by active participants; and one (1) elected by and from pension beneficiaries). Terms of office are two years (2) for appointed members, and two (2) years for elected members. The regular meetings are scheduled quarterly on the second Monday of the month at 7:00 PM. in the City Council Chambers.

Those that have expressed a willingness to serve may be known to the Mayor or one or more of the City Council, but not necessarily to all. In an effort to help all Council members to know a bit more about you and your qualifications, information about you will be requested.

Accordingly, you are invited to complete the following form. Questions are asked in the spirit of getting to know you better, or to know you for the first time. Please be candid and factual and understand your background will only be shared with those who have a need to know your qualifications.

Thank you for offering to serve the City.



**APPOINTMENT APPLICATION**  
**Prospective Commission/Board Member**  
*Please complete all information below (Please Print Legibly)*

Dear Mayor,

I am interested in serving on one of the City's Boards or Commissions. The following brief résumé is provided for your review.

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

Address: \_\_\_\_\_

Length of Time at Current Address \_\_\_\_\_ Length of Time in City \_\_\_\_\_

Planning and Zoning Commission members must reside in the City (See Sec. 33.090(A)).

Phone Numbers: (Home): \_\_\_\_\_ (Work or Cell): \_\_\_\_\_

E-mail: \_\_\_\_\_

Proof that you are permitted to work in the United States will be required upon appointment.

Commission (s) Applying For:

\_\_\_\_\_

Current Or Past Occupation:

\_\_\_\_\_

Employment History:

\_\_\_\_\_

\_\_\_\_\_

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Educational Background: include any degree and the major area of study:

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Volunteer Experience:

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Community Involvement:

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References:

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Please Specify The Knowledge, Expertise and/or Demonstrated Interest You Will Bring to The Board or Commission(s) Which You Are Interested In Serving:

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Other than traffic violations, have you ever been convicted of a crime?

If yes, please state in full. Date: \_\_\_\_\_ Offense: \_\_\_\_\_

**Drivers License Id Number** \_\_\_\_\_ **State Issuing** \_\_\_\_\_

**Criminal Background Check Release Form**

I understand and agree that, as a condition of my appointment to a City Board or Commission, the City of Oakbrook Terrace (the "City") will conduct a criminal background investigation, which may include obtaining criminal conviction and arrest history from police departments, the Illinois State Police and the FBI; and may also investigate my character, references, employment record, education and other matters related to my suitability for appointment to a City Board or Commission. I hereby consent to all such investigations and release the City, its officers, agents, employees and representatives from any and all claims, damages or liabilities that may arise, directly or indirectly from the City's seeking such information, or from the furnishing of such information by any other persons, corporations or organizations. I understand that the information obtained will be considered confidential and will be treated and handled as confidential. I further understand that I will be provided with a copy of the criminal background check if any convictions or arrests are reported, that I will thereafter have a duty to notify the City within seven (7) working days if the information is inaccurate or incomplete, and that I will be given an opportunity to correct or complete such information.

My appointment to the City Board or Commission will not take place until the background check is completed.

**Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_