

**Charles A. Smyth  
Cunningham Township Clerk**

2/1/2018

To: Township Board and Chair Marlin

**RE: Township Schedule of Meetings for 2018**

The Township Board has traditionally met preceding Council on the first Monday of each month and this is what we have posted and placed online. In the event of a city legal holiday falling on a Monday, the meeting scheduled for that day falls on the subsequent Tuesday. As done last month for city council meetings, there is an annual opportunity to modify the schedule. As the City Council decided to meet on Monday July 9, 2018 rescheduling the regular July 2 meeting, I would suggest that the Town Board adopt a schedule reflecting the same.

Monday, January 8  
Monday, February 5  
Monday, March 5  
Monday, April 2  
Monday, May 7  
Monday, June 4  
Monday, July 9 (rescheduled)  
Monday, August 6  
Tuesday, September 5 (Tuesday following a city legal holiday)  
Monday, October 1  
Monday, November 5  
Monday, December 3  
Monday, January 7, 2019

By motion and approval by voice vote, you may adopt this schedule with any changes desired.

**RE: Annual Township Meeting**

By state statute, Townships must hold an annual meeting: (60 ILCS 1/30-5) Sec. 30-5. Annual township meeting. (a) The annual township meeting in the respective townships for the transaction of the business of the township shall be held on the second Tuesday of April in each year, after 6 p.m., at the place appointed for those meetings. Typically, this date and place is set at the previous annual meeting. For 2018, the Township Annual Meeting will be at 6:00 pm at the Urbana City Building City Council Chambers, Tuesday April 10.

At an annual town meeting, electors present at the meeting have a variety of powers as described for example, in the February 2015 Township Perspective (<https://www.toi.org/Resources/Download-Center/>) limited by the fact that the Township doesn't handle zoning, roads, cemeteries and so on.



March 1, 2018 is the last day for any 15 or more registered voters in the township to request an agenda item for consideration by the electors at the annual meeting by giving written notice of a specific request to the township clerk.

Not less than 15 days before the annual meeting, the township board shall adopt an agenda for the annual meeting. Agenda must include any elector items properly submit by March 1<sup>st</sup> prior to the annual meeting. The agenda must be included in the meeting notice that is approved by the township board. The Cunningham Township Board will have an agenda for approval at the March 5 regular Township meeting ahead of the March 26 deadline. The agenda also needs to be posted prominently in three locations and published in the newspaper by this deadline.

The draft agenda currently includes the following:

1. Call to Order by Town Clerk
2. Approval of Minutes – April 12, 2016 (?)\* and April 11, 2017
3. Election of Moderator
4. Oath of Moderator
5. Public Participation
6. Annual Financial Statement of Supervisor – Fiscal Year 2015-2016 (?)\* and Annual Financial Statement of Supervisor – Fiscal Year 2016-2017
7. Time and Place of Next Annual Town Meeting – [Tuesday, April 9, 2019]
8. Adjournment

\*Note from Phyllis Clark, previous Township Clerk: “On April 12, 2017 I contacted Fred Grosser, the attorney for the Township and asked if the procedure that was held at the Annual Town Meeting legal. He advised that it was okay but since there was no quorum present that no actual business could be handled. I contacted the Township Supervisor, Michelle Mayol, and she advised that she would send a copy of the Financial Report to the Elector and advise her that she has any questions she would be very happy to clarify them for her.”

-Charlie

