

**LONG-RANGE PLAN**  
**OF THE**  
**ILLINOIS TOWNSHIP ATTORNEYS ASSOCIATION**

*adopted* November 13, 2017

**Mission Statement**

*The Mission of the Illinois Township Attorneys Association is to provide service to township government in Illinois through the education of and assistance to the attorneys and officials who serve township government in Illinois.*

**History**

The Illinois Township Attorneys Association (the “Association”) was incorporated on December 20, 1977, with the Secretary of State of the State of Illinois. In the time prior to incorporation of the Association, various members of the Association coordinated their efforts as an *ad hoc* division of the Township Officials of Illinois (“TOI”), which exists under Illinois statutory law to “provide and disseminate information and research services and perform other acts for the purpose of improving township government in Illinois.” 60 ILCS 1/85-15.

Before and after incorporation of the Association, members of the Association have volunteered countless hours to lecture township officials throughout Illinois. Members of the Association have also provided countless hours on a *pro bono* (free of charge) basis to townships and township-inspired causes throughout Illinois.

In 1990, the Association sponsored its first continuing legal education seminar for attorneys in Bloomington, Illinois, with focus on the law effecting townships and township road districts in Illinois. The Association sponsored twelve more such seminars.

In 2001, the Association sponsored its first educational program for township officials in Bloomington, Illinois, with focus on the laws which effect township and township road districts. The Association sponsored another such program in 2002 at Hamburger University in Oak Brook, Illinois.

In 2003, the Association combined its educational offerings for attorneys and township officials and sponsored its First Annual Combined Spring Educational Seminar at the former Radisson Hotel in Bloomington, Illinois. Since then, the Association has continued to sponsor such seminars, typically on the first or second Friday of each May.

Periodically, the Association has published a newsletter which also focuses on issues pertaining to township and township road districts. As well, the Association has taken on certain projects, including a form book, re-codification of township laws, and miscellaneous other projects.

### **Organization and Governance**

The Association is organized as a not-for-profit corporation under Illinois law.

The Treasurer of the Association (Amy Rupiper) serves as the registered agent of the corporation, through her office at 114 East Washington Street, Monticello, Illinois 61856. This practice of having the Treasurer serve as the registered agent for the corporation, started with the previous Treasurer (John Foltz) more than a decade ago, and should continue for administrative convenience.

The corporation is also recognized as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, in that it exists for educational purposes. The Association should work to protect this recognition, and utilize it to the extent possible.

The Association operates under By-Laws (*see* Appendix C) and through a Board of Directors, which is comprised of fifteen Directors, including four Officers (President, Vice President, Secretary, and Treasurer), five Directors elected from five different districts, and six “at large” Directors. Officers are elected by the Directors at their Annual Meeting, and Directors are elected by the Members of the Association at their Annual Meeting. Typically, Officers hold their positions for two consecutive terms (years). In anticipation of each Annual Meeting, a Nominating Committee should be appointed and typically comprised of Past President Directors of the Association. To facilitate elections, the form attached at Appendix A should be utilized at each Annual Meeting.

The Association also recognizes certain *Emeritus* Directors, who have served as Directors for more than fifteen years and have otherwise been voted as such by the Board of Directors. When Directors qualify to be *Emeritus* Directors, they should be considered to be approved as such by the Board of Directors, so as to open additional space on the Board of Directors, to funnel new ideas and spirit into the leadership of the Association. Currently, the Association recognizes Anthony Spina, Timothy Bertschy, Richard Cowen, Michael Poper, Dwight O’Keefe, and John Foltz, as *Emeritus* Directors.

The Association is also recognized as the “Attorneys Division” of TOI.

The Association is an Affiliate of the Illinois State Bar Association (“ISBA”).

## **Offices and Staff**

While the Association maintained its registered office with its Treasurer, the Association also maintains a virtual office (website) through [www.illinoistownshipattorneys.com](http://www.illinoistownshipattorneys.com). The Association employs no staff, works through volunteers with some reimbursement of expenses, and contracts with certain individuals or other providers of services needed by the Association to carry out its Mission. Critical, however, is the appointment of a Webmaster to oversee and otherwise maintain the Association's website, to reasonably and seasonably update it to help keep Members of the Association up-to-date with the workings of the Association, the help the township community, and to help maintain an accurate history of the Association. To such ends, past minutes should be collected and posted for the Members of the Association over the next year; also, pages should be added to list the past leadership of the Association, past award winners, and past events.

## **Meetings**

The work of the Association is completed in conjunction with meetings of the Officers and Directors of the Association.

The Annual Meeting of the Association should continue to be held in conjunction with the Annual Educational Conference of TOI (the "TOI Conference") in November office year. The Annual Meeting should be held at or after 10 a.m., and should not conflict with the opening plenary session of the TOI Conference, so Members can attend that portion of the TOI Conference. Contemporaneous with the Annual Meeting, or just before and/or after the same, the Officers and Directors should meet to conduct such business as is necessary. These meetings should be in person at or near the sight of the TOI Conference. At the Annual Meeting, the Members should receive a report on the State of the Association, elect the Officers and Directors who are due to be elected, and conduct such business as is deemed necessary or otherwise welcomed. At their meeting, the Officers and Directors shall adopt a *Summary Schedule for ITAA for Fiscal Year*, along the lines of that which is suggested in form attached to this Long-Range Plan at Appendix B.

The Officers and Directors of the Association should meet in person at or after 9 a.m. on one of the last two Saturdays of each January in Chicago. To review what transpired at the Annual Meeting, confirm the Summary Schedule for ITAA for Fiscal Year, and transact other necessary business, including but not limited to a review of this Long-Range Plan and the Association's compliance with it, and preparation for the events scheduled for the remainder of the fiscal year, including but not limited to the Annual Educational Seminar of the Association.

The Officers and Directors should meet by telephone at 3 p.m. on the second or third Thursday of each March to conduct such business as is necessary.

The Officers and Directors of the Association should meet at or after 5 p.m. on the Thursday before the Annual Educational Seminar of the Association.

The Officers and Directors and their committees should meet in person or by conference telephone, as needed.

### **Newsletter / Forms / White Papers / Amicus Curie Briefs**

Newsletters, forms, white papers, and *amicus curie* briefs provide value to Members of the Association and should be regularly considered, provided, or otherwise engaged.

Newsletters should be published each quarter, with articles due by the end of December, March, June, and September, and with publication to occur by the end January, April, July, and October. Each Officer and Director should provide at least one article for publication each fiscal year. Other Members of the Association are invited to provide articles as well. The Newsletter Editor (Tracy Willenborg) should continue to serve and chair a Newsletter Committee to help review and edit draft newsletters; this can be a committee of the whole or otherwise appointed.

A Forms Committee should continue to be chaired by Richard Burton; this can be a committee of the whole or otherwise appointed. This Committee should report by the Annual Meeting of 2017 on what is available and what is next due to be available and by when.

A Publications Committee should be appointed to consider White Papers and *Amicus Curie* Briefs as needed and should report at each Annual Meeting. This can be a committee of the whole or otherwise appointed. At the very least, one White Paper should be published each fiscal year and be made available through the Website of the Association.

### **Continuing Legal Education**

The Association should host its Annual Seminar on the first or second Friday of each May in Bloomington, Illinois. This should avoid conflicts with Law Days throughout the State. The Association should continue to invite non-attorneys and non-members with an incorporated surcharge. The agenda for the Annual Seminar should be set by the end of January, and marketing should start in February. The Annual Seminar Committee should be chaired by an

Officer or Director of the Association. This can be a committee of the whole or otherwise appointed. Qualified speakers should be preferred in consideration of the service to the Association; however, speakers who are neither attorneys nor members of the Association should also be considered to the extent they help Members engage in better learning.

The Association, through its Officers and Directors, should offer to make one or more presentations at the TOI Conference, in addition to staffing its traditional Question and Answer Session (a/k/a *Ask An Attorney*). These offerings should be communicated through the President of the Association or his/her designee.

The Association, through its Officers and Directors, should offer to make presentations at the Regional Meetings of TOI and other local meetings of township officials. These offerings should be communicated through the President of the Association or his/her designee. As well, these offerings should be made available through a Speakers Bureau for the Association, which should be formatted and made available through the Website of the Association.

The Association, through its Officers and Directors, should offer to participate in education programs of the ISBA, through speakers and through co-sponsorships.

### **Membership**

A Membership Committee should be appointed with to review the membership trends of the Association, and consider whether things to improve or enhance membership, dues, and other benefits. This Committee's work should involve a survey of the Members of the Association. This Committee should be appointed by the Annual Meeting of 2017, and should finalize its report by the Annual Meeting of 2018.

### **Awards**

Periodically, and presumably each year, in conjunction with the Annual Meeting of the Association, the Anthony Spina Award is presented. Initially presented as the S. Bruce Scidmore Award several years ago in recognition of the first president of the Association, this honor was renamed a few years ago in honor of one of its founding members who helped carry the Association into its current form through hard work, regular participation, and strong-willed perseverance. In anticipation of each Annual Meeting of the Association, an Award Committee should be appointed and should be comprised of at least three past recipients of this Award, to recommend to the Board of Directors the presentation of the next award, in recognition of the individual (or individuals) who has (have) helped advance the interest of township government in Illinois in or through the legal community. Additionally, each year at the Annual Meeting, the President may also recognize individuals who helped carry a laboring oar during the previous

fiscal year, through one or more Presidential Awards. The Award Committee may make recommendations to the President for Presidential Awards. To the extent possible, these awards should factor into any presentation of awards at or in conjunction with the TOI Conference.

### **Conclusion**

Each year, this Plan should be reviewed and supplemented as needed to meet the changing needs of the Association.

Every ten years, this Plan should be fully reviewed and updated based upon the experiences of Association.

**APPENDIX A**

**Officers and Directors of the ITAA for Fiscal Year \_\_\_\_\_**

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Secretary: \_\_\_\_\_

District 1 Director: \_\_\_\_\_

District 2 Director: \_\_\_\_\_

District 3 Director: \_\_\_\_\_

District 4 Director: \_\_\_\_\_

District 5 Director: \_\_\_\_\_

At Large Director: \_\_\_\_\_

At Large Director: \_\_\_\_\_

At Large Director: \_\_\_\_\_

At Large Director: \_\_\_\_\_

At Large Director: \_\_\_\_\_

At Large Director: \_\_\_\_\_

Emeritus Director: Anthony Spina

Emeritus Director: Timothy Bertschy

Emeritus Director: Richard Cowen

Emeritus Director: Michael Poper

Emeritus Director: Dwight O'Keefe

Emeritus Director: John Foltz

Emeritus Director: \_\_\_\_\_

Emeritus Director: \_\_\_\_\_

**APPENDIX B**

**Summary Schedule for ITAA for Fiscal Year \_\_\_\_\_**

**Meetings**

1. Annual Meeting: Monday, November \_\_\_\_, \_\_\_\_, at 10:00 a.m.
2. January Meeting: Saturday, January \_\_\_\_, \_\_\_\_, at 9:00 a.m.
3. Spring Meeting by telephone: Thursday, March \_\_\_\_, \_\_\_\_, at 3:00 p.m.
4. Mid-Year Meeting: Thursday, May \_\_\_\_, \_\_\_\_, at 5:00 p.m.
5. Summer Meeting by telephone: Thursday, July \_\_\_\_, \_\_\_\_, at 3:00 p.m.
6. Fall Meeting by telephone: Thursday, September \_\_\_\_, \_\_\_\_, at 3:00 p.m.

**Newsletters**

1. Articles due by December 31 for publication in January.  
(Writers: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_)
2. Articles due by March 31 for publication in April.  
(Writers: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_)
3. Articles due by June 30 for publication in July.  
(Writers: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_)
4. Articles due by September 30 for publication in October.  
(Writers: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_)

**Continuing Legal Education**

***Annual Educational Seminar:***

Friday, May \_\_\_\_, 20\_\_ at \_\_\_\_\_ in Bloomington, Illinois.

***Presentations at Annual Educational Conference of the Township Officials of Illinois:***

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) *Ask an Attorney* on Monday, November \_\_\_\_, 20\_\_, at \_\_\_\_ to \_\_\_\_\_,

***Other Program(s), if any:*** \_\_\_\_\_

**Other Projects / Dates**

\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX C**

*(attached By-Laws in eleven pages)*