



Village of Round Lake

442 North Cedar Lake Road Round Lake, IL 60073

847-546-5400 fax 847-546-5405

www.roundlakeil.gov

Application and Information for Village Boards and Commissions

Name: Mr./Mrs./Miss/Ms. _____

Home Information

Phone: _____ Fax: _____ Mobile: _____

Home Address: _____

Home E-Mail: _____ Length of Residence: _____

Business Information

Occupation: _____

Phone: _____ Fax: _____ Mobile: _____

Business E-Mail: _____

Business Address: _____

Special Interests: _____

Civic Activities: _____

Indicate the Boards or Commissions in which you are interested – Rank in order of preference (1 being 1st preference, etc.)

Police Pension Board _____ Planning and Zoning Commission _____ Fire and Police Commission _____
Round Lake Management Commission _____ Board of Trustees _____

Do you perceive any *potential* conflict of interest for any position that you seek? _____

If yes, please indicate any questions or concerns:

Please provide a brief statement concerning your interest and/or qualifications for serving on a Board or Commission. Use an additional sheet of paper if you wish.



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The undersigned understands and acknowledges that information contained in this application will be retained in the files of the Village of Round Lake along with the Village's evaluation thereof, for future use in consideration of the undersigned's application.

Signature: _____

Date: _____

Please mail / return form to: Village of Round Lake, c/o Village President

442 N. Cedar Lake Road, Round Lake, Illinois, 60073

If you have any questions or comments, please feel free to call Village Hall at 847-546-5400

For use by the Village of Round Lake

Comments _____

Disposition _____



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VILLAGE OF ROUND LAKE – MUNICIPAL GOVERNMENT INFORMATION

The Village of Round Lake is a non-home rule municipality, governed by a President and six member Board of Trustees. The following is provided to assist you, as an applicant, in understanding Village's Government and the basic function of the Boards and Commissions that are an essential element of that structure.

PRESIDENT AND BOARD OF TRUSTEES

The citizens elect the President and six Trustees. They serve four (4) year terms. The President and Board of Trustees are the legislative branch of the Village and are responsible for interpreting the wishes of the community and determining the policies under which the Village operates.

VILLAGE ADMINISTRATOR

The Village Administrator is appointed by the President, with the advice and consent of the Board of Trustees. The Administrator is responsible for implementing the day-to-day operation of the Village through its Department Heads and for performing such duties as are assigned by the President and Board of Trustees.

VILLAGE ATTORNEY

The Village Attorney is appointed by the President, with the advice and consent of the Board of Trustees. The Village Attorney is responsible for drafting the Village's Ordinances and also provides legal advice to the President, Board of Trustees, Village staff and the Village's Boards and Commissions, as they may require. The Village Attorney also acts as the Village's Ethics Officer.

VILLAGE CLERK

The Village Clerk is elected and serves a four (4) year term. The Village Clerk is responsible for the maintenance of the official records of the Village as required by statute and by the President and Board of Trustees. The Clerk acts as custodian of the Village Seal which is required on many documents, publishes legal notices, oversees Village elections and performs other duties as stated in statute or ordinances.



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VILLAGE OF ROUND LAKE - BOARDS AND COMMISSIONS

The following Boards and Commissions conduct hearings that pertain to their functions. All members of these Boards, Committees and Commissions are subject to the State of Illinois Gift Ban Act, Whistleblower Policy and will be required to file an annual Statement of Economic Interest with the County Clerk.

Board of Trustees: Consists of eight (8) members, the Village president, Village Clerk, and six (6) Village Trustees. Board of Trustees meet the first and third Monday of every month. Each meeting consists of approving a consent agenda that allows for action on items discussed at a previous Committee of the Whole Meeting or other matters requiring approval. The Village Clerk is responsible for calling the roll for those agenda items that require a vote by the Board of Trustees.

Planning and Zoning Commission: Consists of seven (7) members who serve five (5) year overlapping terms. Members are appointed by the President with the advice and consent of the Board of Trustees. The Village President appoints the Chairman. The Planning and Zoning Commission is responsible to the Board of Trustees for holding public hearings and making recommendations regarding the Comprehensive Plan, annexations, sub-division, and zoning. They also are responsible to conduct hearings and make recommendations on applications for variations from the provisions of the zoning ordinances, special use permits, and to hear and rule on appeals from orders or decisions made by the Zoning Administrator.

Police Pension Board: Consists of five (5) members/trustees who serve two (2) year terms, including two (2) civilians appointed by the President, two (2) members elected from the police force, and one (1) member elected from the beneficiaries of the Police Pension Fund. The Police Pension Board determines eligibility of applicants, distributes funds, manages, invests, and controls the Police Pension Fund.

Round Lake Management Commission: Consists of three (3) to six (6) members for each of the Villages of Round Lake, Round Lake Beach, Round Lake Park, and the Round Lake Area Park District. The term is at the will of each Village's President. The purpose of the Commission is to provide a safe, clean and pleasant lake for the enjoyment of all area residents. The Commission shall act in an advisory capacity to the Villages and organize, fund, and conduct public events to fulfill that purpose.

Board of Fire and Police Commissioners: Consists of three (3) members, each serving three (3) year overlapping terms. The Members are appointed by the President with the advice and consent of the Board of Trustees. The Board is responsible for all appointments, promotions, and major disciplinary actions in the Police Departments. The Board conducts entrance and promotional examinations.