

ORDINANCE 7023

PAMPHLET

COMMUNICATIONS POLICY



PUBLISHED IN PAMPHLET FORM THIS 5TH DAY OF DECEMBER, 2014, BY
ORDER OF THE CORPORATE AUTHORITIES OF THE VILLAGE OF LOMBARD,
DUPAGE COUNTY, ILLINOIS.

Sharon Kuderna

Sharon Kuderna
Village Clerk

ORDINANCE NO.7023

**AN ORDINANCE FURTHER AMENDING ORDINANCE 6574
RELATIVE TO UPDATING THE
VILLAGE BOARD POLICY MANUAL**

WHEREAS, the President and Board of Trustees have previously established a centralized reference source of Village Board policies, known as the Village Board Policy Manual (hereinafter the “Policy Manual”); and

WHEREAS, the President and Board of Trustees adopted an updated Village Board Policy Manual on February 3, 2011 by Ordinance No. 6574.

WHEREAS, the President and Board of Trustees deem it to be in the public interest and in the interest of the Village Board to periodically review and update the Policy Manual; and

WHEREAS, the President and Board of Trustees have determined that the Policy Manual needs to be amended to include a new policy known as the “Communications Policy” attached hereto as Exhibit A.

NOW, THEREFORE BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LOMBARD, DU PAGE COUNTY, ILLINOIS, as follows:

SECTION 1: The Policy Manual is hereby updated to include a new Policy Manual entitled “Communications Policy” associated with the eligible and prohibited use of selected Village grant funds.

SECTION 2: The Village Clerk is hereby directed to keep an official copy of this Ordinance, and the attached policy, as part of the permanent records of the Village.

SECTION 3: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

Passed on first reading this ___ day of _____, 2014.

First reading waived by action of the Board of Trustees this 4th day of December, 2014.

Passed on second reading this 4th day of December, 2014.

Ayes: Trustee Whittington, Fugiel, Foltyniewicz, Breen, Fitzpatrick and Ware

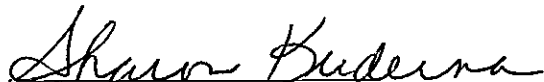
Nays: None

Absent: None

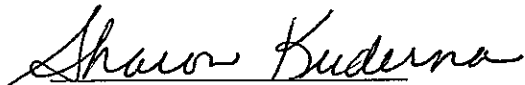
Approved this 4th day of December, 2014.


Keith T. Giagnorio
Village President

ATTEST:


Sharon Kuderna
Village Clerk

Published by me in pamphlet form on this 5th day of December, 2014.


Sharon Kuderna
Village Clerk

5. Department Heads and their designees, except when on the scene of an emergency, shall consult with the Village Manager's Office before agreeing to be interviewed by radio or television media.
6. Employees, as representatives of the Village, should work toward the presentation of Village issues in a positive manner.
7. Confidential information of the Village shall not be disclosed to the media.
8. Employees shall not extend preferential treatment to any representative of the media.
9. All Freedom of Information Act requests shall be completed in accordance with State laws and Village policies.
10. For informational purposes, copies of news releases shall be sent to all members of the Village Board prior to release to the press.

The media shall be informed of Village happenings through the following communications outlets:

- News Releases (see attached standardized release form)
- The Exchange Publication
- Public Access Cable Channel
- Village Website
- Public Information Areas at the Village Hall and Other Public Buildings
- All Social Media Outlets Available to the Village

All news releases, with the exception of routine crime beat reporting issued by the Police Department or other routine departmental information, need approval of the Department Head, the Village Manager's Office and/or the Mayor's Office before distribution. The Village Manager shall be consulted before any department seeks to hold a news conference.

III. Legislation/Documentation

None

The Village reserves the right to amend this policy. Should you require assistance in the interpretation of this or any of the Village policies, please contact your immediate supervisor or the Human Resources Department.

Village board policy communications 10232014 draft