

Aldermen's Office Policies 05/21/24

- All requests from Alderpeople for City staff to attend meetings, events, or more information regarding a specific topic need to go through the Chief of Staff.
- It is strongly advised that the Alderpeople/Aldersperson meet with constituents, organization representatives, etc., at the Aldermen's Office in one of the three 1st floor conference rooms, Monday through Friday between 8am and 5pm only.
- No individual or organization allowed to meet or host an event at the Aldermen's Office without an Aldersperson present for meeting or event. Any such requests needs Chief of Staff approval.
- The Aldermen's Office Staff will not maintain individual Alderpeople's social media accounts.
- Limit of 250 (double sided) copies of event/informational flyer made using office copier.
- Alderpeople are limited to their annual office budget for tickets to Events/Golf Tournaments.
- Alderpeople are expected to use the tickets requested and paid for by Aldermen's Office for Events/Golf Tournaments.
- Alderpeople are limited to their annual mileage budget for mileage reimbursement.
- As budget permits, Alderpeople will be eligible for up to 2 shirts or the equivalent per year.
- The Aldermen's Office will not pay dues to area social service groups, NFP, associations, etc.
- Alderpeople are expected to pay for all Ward mailings, including postage, utilizing their Ward/At-Large funds.
- Aldermen's Office will pay for only one hotel night (at either or both) IML Lobby Day in Springfield & Fall Chicago Conference--all cancelations must be made by deadline.
- Alderpeople who choose to have a newsletter, are to write their Ward Newsletters. Staff will provide research and will gather information from other city departments, providing editing support as well as working with print companies on design and mail house for delivery.
- Alderpeople participating in public meetings remotely, via Teams, are required to follow the protocols established by the Communications Department: i.e., using the proper equipment, joining meeting at specific time prior to start of meeting, no eating while participating in meeting, etc.