

Aldermen's Office Policies for 06/18/24 RAP Committee

- 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.
- Alderpeople/Aldersperson who wish to meet with constituents, organization representatives, etc., at the Aldermen's Office, shall only meet in one of the three 1st floor conference rooms, from Monday through Friday between 8am and 5pm only. The Chief of Staff must be notified for any exceptions.
- No individual or organization shall be 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 shall not maintain individual Alderpeople's social media accounts. Alderpeople should follow the guidance in the City's Social Media Policy. In regards to each individual Aldersperson's official social media page (i.e., FB), do not delete comments from the page.
- 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 shall be expected to use the tickets requested and paid for by the Aldermen's Office for Events/Golf Tournaments. If sick or unable to attend, ticket can be transferred to constituent. Aldersperson shall notify the Chief of Staff.
- 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 shall pay for all Ward mailings, including postage, utilizing their Ward/At-Large funds.
- As the budget permits, Aldermen's Office will pay for only one hotel night at IML Lobby Day in Springfield and Fall Chicago Conference--all cancelations must be made by deadline.
- Alderpeople who choose to have a newsletter, shall 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 Outlook's Teams App, are required to follow the protocols established with the Communications Department:
 - Alderpeople shall...
 - 1. use their laptop or mobile phone to access Outlook's Teams App.
 - 2. use a CoA themed background for Outlook's Team App.
 - 3. join online 15 minutes before start of meeting.
 - 4. be seen and heard while voting on items discussed.
 - 5. not eat while participating in public meetings.