

Comparison of Mayoral Absence Procedures in the Five Largest Illinois Municipalities Operating Under Article 3.1 of the Municipal Code
(excluding Chicago)*

Municipality	Mayoral Absence Procedure
Aurora	The mayor pro tem shall chair meetings of the city council in the absence of the mayor. If the mayor is temporarily absent from the city for a period greater than three (3) days or suffers a disability which temporarily incapacitates him from the performance of his duties, but does not create a vacancy in the office, the mayor pro tem shall perform the duties and possess all the rights and powers of the mayor. If the mayor expects to be absent from the city for a period greater than three (3) days, he shall notify the mayor pro tem in writing of such absence and file a copy of the notice with the city clerk.
Rockford	If the mayor is temporarily absent because of an incapacity to perform official duties, but the incapacity does not create a vacancy in the office, the city council shall elect one of their members to act as mayor pro tem. The mayor pro tem, during this absence or disability, shall perform the duties and possess all the rights and powers of the mayor but shall not be entitled to vote both as mayor and/or as alderman.
Springfield	The mayor pro tem shall perform the duties and possess all the rights and powers of the mayor only when: (1) There is a vacancy in the office of mayor; or (2) The mayor is temporarily absent or disabled and a written direction to do so has been filed in the office of city clerk by the mayor or city council.
Waukegan	No provisions (defaults to Illinois Municipal Code, see below)
Schaumburg	There is hereby created the office of village president pro tem, who, during the absence or disability of the village president, shall perform the duties of the office of village president. For the purpose of this section, the village president shall be deemed absent when he or she is outside of the state or is otherwise unavailable within one (1) hour notification by the village manager if immediately needed to exercise the powers of his or her office. For the purposes of this section, the village president shall be deemed disabled when he or she is unable because of physical or mental disability to comply with the terms and conditions of his or her office.
Section 3.1-35-35 of the Illinois Municipal Code	<ul style="list-style-type: none"> (a) If the mayor or president is temporarily absent because of an incapacity to perform official duties, but the incapacity does not create a vacancy in the office, the corporate authorities shall elect one of their members to act as mayor or president pro tem. The mayor or president pro tem, during this absence or disability, shall perform the duties and possess all the rights and powers of the mayor or president but shall not be entitled to vote both as mayor or president pro tem and as alderman or trustee. (b) In the absence of the mayor, president, acting mayor or president, or mayor or president pro tem, the corporate authorities may elect one of their members to act as a temporary chairman. The temporary chairman shall have only the powers of a presiding officer and a right to vote only in the capacity as alderman or trustee on any ordinance, resolution, or motion.