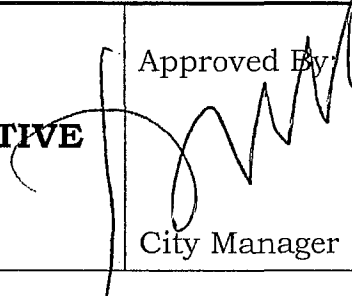
	ADMINISTRATIVE ORDER	Approved By: 	No. #22
		City Manager	Effective Date: 01/19/2011
Subject: Electioneering by Volunteers at City-Sponsored Events			

INTRODUCTION

The City of Highland Park, as an organization, does not participate in political campaigns or organizations. Nor does it take positions on electoral matters affecting City residents. The City's independence from the political and electoral process is required by the Illinois Election Code, which prohibits the use of public funds on behalf or against any candidate for elected office or ballot proposition. Such independence is also a critical component of the City's obligation to provide services on behalf of all City residents and property owners, regardless of political affiliation or activity and is a cornerstone of the Council/Manager form of government under which the City operates.

In order to preserve the independence of the City from the political process and the impartiality of the City with respect to electoral matters, and pursuant to the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 *et seq.*, the City Council has enacted Section 37.003 of the City Code, which prohibits City Officials and City Employees from engaging in electioneering and other prohibited political activities during working hours.

For the reasons set forth in this Administrative Order, it is desirable to also, and specifically, restrict the political activities of volunteers at City-sponsored events. Electioneering at City-sponsored or City-organized events by volunteers, particularly on behalf of or against candidates for City elected offices, would inappropriately compromise the City's independence and impartiality with respect to political and electoral affairs. Accordingly, this Administrative Order governs the conduct of such volunteers and is intended to ensure that the City of Highland Park, as an organization, remains separate from the political and electoral process.

The purpose of this Administrative Order is to ensure that the City's independence and impartiality is not threatened by electioneering activities by volunteers at City events.

DEFINITIONS

For purposes of this Administrative Order, the following terms shall have the meanings set forth in this Section. All words or phrases not defined in this Section shall have the meanings ascribed to them in Section 37.001 of the City Code.

1. "City-Sponsored Event" shall mean an event sponsored or organized in whole or in part by the City, whether or not the event is located on property owned by the City.
2. "Prohibited Political Activity" shall have the meaning set forth in Section 37.001 of the City Code, as may be amended.
3. "Service Time" shall mean any period of time when a Volunteer is actually working or serving at the City-Sponsored Event, as opposed to merely attending the City-Sponsored Event. If a Volunteer works only a portion, or a shift, of the City-Sponsored Event, and attends the remainder of the Event as an invitee or member of the general public, the term "Service Time" shall not apply to the time during which the Volunteer is not working.
4. "Volunteer" shall mean any person who performs, or assists in, the set-up, operation, maintenance, or clean-up of a City-Sponsored Event, but who does not receive compensation from the City or any other person or entity for the provision of such assistance. A "Volunteer" does not include an Officer or Employee of the City during the exercise of his or her official duties, because that person, in such capacity, is governed by Chapter 37 of the City Code. However, a "Volunteer" does include an Officer or Employee of the City when that person is not exercising his or her official duties.

PROHIBITED POLITICAL ACTIVITIES BY VOLUNTEERS AT CITY-SPONSORED EVENTS

1. No Volunteer shall intentionally perform any Prohibited Political Activity during Service Time at a City-Sponsored Event.
2. No Volunteer shall perform any Prohibited Political Activity while wearing an official City uniform or City issued clothing.
3. At no time shall a City Employee intentionally require a Volunteer to perform a Prohibited Political Activity as part of that Volunteer's duties at a City-Sponsored Event or as a condition of service as a Volunteer at a City-Sponsored Event.

DISCIPLINARY ACTION

A Volunteer who fails to follow this policy will be removed from service as a Volunteer at the City-Sponsored Event, and may be prohibited by the City Manager from serving as a Volunteer at future City-Sponsored Events.

Failure of an Employee to follow this policy will result in disciplinary action, up to and including termination.

INTERPRETATION

All questions pertaining to the meaning or applicability of this policy should be submitted in writing to the City Manager's Office. The City Manager's Office will provide a written interpretation to all departments, which will serve as a supplement to this policy.

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