

ORLANDPARK AI and Information Technology Board

BYLAWS

The AI & Information Technology Board is established to guide the strategic integration of AI and emerging technologies across Village operations, ensuring efficiency gains, high-quality resident experiences, and financial stewardship. The Board sets standards and best practices for safe, transparent, and inclusive AI use; reviews major technology initiatives and procurements; and recommends policies that strengthen data governance, cybersecurity, and accountability with a focus on increasing resident experience.

Section 1: Establishment: An AI and Technology Board (“Board”) is hereby created for the Village.

Section 2: Membership; Term; Compensation:

The Board shall consist of up to eleven (11) members appointed by the Mayor, subject to the advice and consent of the Board of Trustees. The appointments will be made on the basis of areas of interest or expertise in a technological or scientific background. Each Board member must be a resident of the Village.

A. Members of the Board shall be appointed for one (1) year terms and until their respective successors have been appointed, which terms shall begin on the first Monday in June and expire on the first Monday in June of the following year. The Mayor may remove any member for any reason whatsoever, subject to the approval of the Village Board. Vacancies on the Board shall be filled as soon as possible for the unexpired term of the member whose place has become vacant, whether by removal or otherwise.

B. If a member without a valid reason fails to attend three (3) consecutive meetings of the Board or fails to attend one-half of the total of all Board meetings scheduled or called during any twelve (12) month period, and if a majority of the remaining members of the Board vote to declare the position of such member vacant, then such member shall likewise be deemed to have resigned from the Board.

C. Board members shall serve without compensation.

Section 3: Chairperson of Board:

The Board shall select from its membership a chairperson who shall serve for a term of one (1) year and may be re-elected to that position.

In the event that the chairperson is not able to attend a meeting, any member of the board can fill as a temporary chairperson for that meeting.

Section 4: Powers and Duties:

The Board shall have the following powers and duties:

A. To act as an advisory board to the Board of Trustees.

B. To review, evaluate and identify present and future activities in order to develop and implement a strategic technology plan for the Village, and to report annually to the Village, in writing, giving a comprehensive and current review of Orland Park AI and technology management and implementation activities.

C. To review and evaluate present and future availability of real and personal property of importance to the Village in advancing the technological capabilities of Village staff.

D. To recommend amendments to the Village Code and/or Land Development Code so as to eliminate unnecessary impediments to the implementation of technological strategies and to improve efficiencies in Village operations.

E. Assist the Village IT department develop and implement an AI and Governance strategy incorporating both internal Village staff uses and external resident facing uses that are cost effective, provides improved citizen engagement and builds public trust and transparency.

Section 5: Meetings:

The Board may establish rules concerning procedure, meeting and operation of the Board. The rules shall be consistent with the rules of the Village Board and shall also be in accord with all other codes, ordinances, and resolutions of the Village and applicable law.

A. All meetings of the Board shall be open to the public and in conformance with the Illinois Open Meetings Act.

B. A quorum for any meeting shall be a majority of all duly appointed members of the Board. To complete a quorum, a majority of duly appointed members must be present at the meeting. If a quorum is met, additional members may participate remotely. If an in-person quorum is not met, remote participants are not counted for the quorum per Illinois Compiled Statute, 5 ILCS 120/7, Sec. 7.

C. The Board shall meet at the call of its Chair, but not less frequently than once every quarter.

D. The Board shall keep written records of all its meetings and proceedings, in conformance with the Illinois Freedom of Information Act.