

ORIGINAL

ORDINANCE NO. CO-2016-17

AN ORDINANCE ADDING A NEW SECTION 30.15 OF THE MAYWOOD VILLAGE CODE (USE OF THE VILLAGE SEAL, LOGO AND LETTERHEAD) AND APPROVAL OF A VILLAGE OF MAYWOOD POLICY ON THE USE OF THE VILLAGE SEAL, LOGO AND LETTERHEAD

WHEREAS, the Village of Maywood is a home rule municipality as defined by Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, the President and Board of Trustees find it to be in the best interests of the Village to approve Code amendments set forth below, as well as a Village of Maywood Policy on Use of the Village Seal, Logo and Letterhead, a copy of which is attached as Exhibit A hereto and made a part hereof.

BE IT ORDAINED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF MAYWOOD, COOK COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: The above recitals are incorporated as if fully set forth herein as material terms and provisions.

SECTION 2: Chapter 30 (Village Administration) of Title III (Administration) of the Maywood Village Code is amended by adding a new Section 30.15 (Use of Village Seal, Logo and Letterhead), to read in its entirety as follows:

§ 30.15 - Use of Village Seal, Logo and Letterhead.

(A) The Village of Maywood official corporate seal, logo and letterhead are considered symbols of the authority and jurisdiction of the Village and, as such, are valuable assets of the Village and its citizens. The Village of Maywood corporate seal, logo and letterhead are the sole property of the Village, and as such, shall be used solely for official Village purposes, or as otherwise expressly authorized by the Village Manager or his or her designee pursuant to the Village of Maywood Policy on the Use of the Village Seal, Logo and Letterhead adopted and approved by the Village Board of Trustees, as amended from time to time.

(B) Use of the Village seal, logo or letterhead in a manner not sanctioned by the Village of Maywood Policy on the Use of the Village Seal, Logo and Letterhead is prohibited.

(C) Violations of this section are punishable by a fine of up to \$750, with each day that a violation continues being a separate offense.

SECTION 3: The Village of Maywood Policy On Use of the Village Seal, Logo and Letterhead, a copy of which is attached hereto as Exhibit A, is adopted as an official Village Policy of the Village.

SECTION 4: Each section, paragraph, clause and provision of this Ordinance is severable, and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this Ordinance, nor any part thereof, other than that part affected by such decision.

SECTION 5: To the extent necessary, all table of contents, indexes, headings and internal references or cross-references to sections contained in the Maywood Village Code, as amended, that have been deleted or amended by the Code Amendments set forth above, shall be amended by the Village's codifier so as to be consistent with the Code Amendments of this Ordinance.

SECTION 6: Except as to the Code amendments set forth above in this Ordinance, all Chapters and Sections of the Maywood Village Code, as amended, shall remain in full force and effect.

SECTION 7: This Ordinance shall be in full force and effect from and after its adoption, approval and publication in pamphlet form as provided by law.

ADOPTED this 16th day of August, 2016, pursuant to a roll call vote as follows:

AYES: Trustee(s) H. Yarbrough, Sr., M. Rogers, M. Lightford and R. Rivers

NAYS: Mayor Edwenna Perkins and Trustee A. Dorris

ABSTAINS: Trustee I. Brandon

ABSENT: None

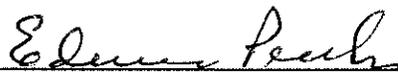
APPROVED by me this 18th day of August, 2016, and attested by the Village Clerk on the same day.

ATTEST:



VILLAGE CLERK





VILLAGE PRESIDENT



Village of Maywood Policy On Use of the Village Seal, Logo and Letterhead

PURPOSE

To establish policy and procedures regarding the use of the Village of Maywood corporate seal, logo and letterhead. The corporate seal, logo and letterhead are considered symbols of the authority and jurisdiction of the Village and, as such, are valuable assets of the Village and its citizens. This policy seeks to ensure that only appropriate uses are made of the Village's corporate seal, logo and letterhead.

POLICY

- A. The Village of Maywood corporate seal, logo and letterhead are the sole property of the Village, and shall be used solely for official Village purposes, or as otherwise expressly authorized by the Village Manager or his or her designee pursuant to this Policy.
- B. The Village of Maywood corporate seal, logo and letterhead shall be used for the purpose of certifying official records, official communications, and to identify Village programs, initiatives, partnerships and sponsorships. The Village Clerk is the keeper and custodian of the official corporate seal of the Village pursuant to Section 30.02 of the Village Code.
- C. The Village of Maywood corporate seal, logo and letterhead may be used on Village buildings, elected-official pins, Village business cards, official Village communications, resolutions, awards and other formal places.
- D. Use of the official Village's corporate seal, logo or letterhead is authorized in general connection with official Village of Maywood brochures, publications, insignias, postings, website, painting, pamphlets and Village of Maywood promotional materials, as well as for use on vehicles, equipment and fixtures such as signage.
- E. No person shall use a symbol that imitates the Village's corporate seal, logo or letterhead, or that may be mistaken therefore, that is designed, intended or likely to confuse, deceive or mislead the public, for private or commercial purposes, or for any purpose other than for the official business of the Village, without written authorization from the Village Manager or his or her designee.
- F. No person shall use the Village's corporate seal, logo or letterhead for purposes of supporting or opposing the nomination or election to any Village or other public office of himself or herself or any other person, or for purposes of supporting or opposing any ballot measure, nor include such Village seal, logo or letterhead on any writing distributed for purposes of influencing the action of the electorate or any part thereof, in any election.

- G. All non-Village usage, including non-profit usage, requires the written consent of the Village Manager or his or her designee.
- H. On occasion, the Village will authorize the usage of the Village's corporate seal, logo or letterhead for signature events or other promotional measures that benefit the community. Any such approval should be considered for the specific event, time, and use so approved. Prior approval of a use shall not constitute approval for any future or recurring use.

PROCEDURES

- A. Any organization wishing to use the official logo, corporate seal or letterhead shall make an application for such use to the Village Manager's office on the application form approved or amended by the Village President and Board of Trustees, a copy of which is attached for reference.
- B. The Village Manager or his or her designee shall review such application and, based on whether the use requested will benefit the Village and the general public, and otherwise constitutes an appropriate use of the Village's corporate seal, logo and letterhead in keeping with the purpose, intent and requirements of this Policy, shall make a determination as to whether the use of the seal, logo or letterhead should be approved or denied. The Village Manager shall notify the Village Clerk of all approved requests.
- C. Denials
 - a. In the case of a denial, an organization may, within fourteen (14) days of the Village Manager's decision to deny, appeal the decision to the Village President and Board of Trustees. Appeals shall be made in writing and submitted to the Village Clerk's office.
 - b. The appeal shall be placed on the next available Village Board agenda.
 - c. The Village President and Board of Trustees may affirm the Village Manager's decision or may direct the Village Manager to allow the usage of the corporate seal, logo or letterhead. The decision of the President and Board shall be final.



Village of Maywood
Use of Village Seal, Logo and Letterhead Application

The Village of Maywood's corporate seal, logo and letterhead are the sole property of the Village and, thus, shall be used solely for official Village purposes, or as otherwise expressly authorized by the Village Manager or his or her designee pursuant to the Village of Maywood Policy on Use of the Village Seal, Logo or Letterhead, copies of which are available from the Village Clerk and Village Manager's office. Prior approval of a use shall not constitute approval for any future or recurring use.

Name of Organization Requesting Use (Please Print):			
Organization Contact:			
Address:			
City:	State:	Zip:	
Phone:	Email:		

1. Is the organization requesting use of the Village's corporate seal, logo or letterhead a recognized non-profit organization?

- Yes, it is a not-for-profit entity. (Please attach evidence of non-profit status.)
- No, it is a for-profit entity.

2. Please explain what event or advertising material the Village's corporate seal, logo or letterhead will be used for (attach samples of proposed materials if possible):

3. When will your organization use the Village's corporate seal, logo or letterhead?

Starting Date: _____

Ending Date: _____

4. Where will your organization use the Village's corporate seal, logo or letterhead?

5. Will any promotional materials or item using the Village's corporate seal, logo or letterhead be sold?

Yes

No

Signature of Organization Representative: _____

Printed Name of Representative: _____

Title: _____ Date: _____

A completed application for use of the Village seal, logo or letterhead should be submitted to:

Village Manager's Office
Village of Maywood
40 E. Madison St.
Maywood, IL 60153
Fax: 708-681-8811
Email: wnorfleet@maywood-il.org

Any outside organization whose request for use of the Village's corporate seal, logo or letterhead is denied may make a written appeal of the Village Manager's decision to the Village Board within fourteen (14) days of the Village Manager's decision by submitting a written protest to the Village Clerk's office.

For Internal Use ONLY

Date Received: _____, by: _____

Approved by: _____

Denied by: _____

▶ Reason for denial: _____

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CLERK'S CERTIFICATE

I, Viola Mims, Clerk of the Village of Maywood, in the County of Cook and State of Illinois, certify that the attached and foregoing is a true and correct copy of that certain Ordinance now on file in my Office, entitled:

ORDINANCE NO. CO-2016-17

**AN ORDINANCE ADDING A NEW SECTION 30.15 OF
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ON THE USE OF THE VILLAGE SEAL, LOGO AND LETTERHEAD**

which Ordinance was passed by the Board of Trustees of the Village of Maywood at a Regular Village Board Meeting on the 16th day of August, 2016, at which meeting a quorum was present, and approved by the President of the Village of Maywood on the 18th day of August, 2016.

I further certify that the vote on the question of the passage of said Ordinance by the Board of Trustees of the Village of Maywood was taken by Ayes and Nays and recorded in the minutes of the Board of Trustees of the Village of Maywood, and that the result of said vote was as follows, to-wit:

AYES: Trustee(s) H. Yarbrough, Sr., M. Rogers, M. Lightford and R. Rivers
NAYS: Mayor Edwenna Perkins and Trustee A. Dorris
ABSTAINS: Trustee I. Brandon
ABSENT: None

I do further certify that the original Ordinance, of which the foregoing is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Village of Maywood, this 18th day of August, 2016.



Village Clerk

[SEAL]

