

**ADDISON PARK DISTRICT**  
**CITIZENS ADVISORY COMMITTEE**

**BY-LAWS**

**ARTICLE I**  
**NAME**

The Addison Park District (hereinafter referred to as the “District”) will appoint a Citizens Advisory Committee which will hereinafter be referred to as the “CAC”.

**ARTICLE II**  
**OBJECTIVE**

The CAC is composed of seven (7) members appointed from citizens of the District who have evidenced an interest in recreation programs and facilities and who are willing to give of their time and talents to investigating new ideas, programs and are willing to make recommendations for consideration by the Board of Park Commissioners (hereinafter referred to as the “Park Board”).

**ARTICLE III**  
**MEMBERS**

The CAC shall consist of seven (7) members of the District community, appointed by a majority vote of the Park Board. The members will ideally be representative of various segments of the community. There will be at least one (1) member representing the interests of Club Fitness; one (1) member representing the interests of the Golf Course; one (1) member will be a senior citizen; one (1) member will be a high school junior or senior, and there will be three (3) Members-At-Large.

**ARTICLE IV**  
**TERMS OF OFFICE**

With the exception of the high school student member, each appointment to the CAC shall be for a two (2) year term. The high school student will be appointed a one (1) year term. One-half (1/2) of the total CAC will be replaced each year. The term of office of each member of the CAC will begin on June 1. After a term expires, a member may not be reappointed for at least one (1) year. No member shall serve consecutive terms.

**ARTICLE V**  
**OFFICERS**

A. Chairperson. Each year a CAC Chairperson shall be elected in May from the Committee members. The Chairperson shall preside at all meetings of the CAC.

B. Vice Chairperson. A Vice-Chairperson shall be elected in May from any of the CAC members. The Vice Chairperson shall preside at all meetings of the CAC, in the event of the absence of the Chairperson.

C. Recording Secretary. A staff person will serve as Recording Secretary for each meeting.

#### **ARTICLE VI** **MEETINGS**

The CAC shall meet the first week of the month at a designated time and place. A minimum of 7 meetings shall be planned each year. Every attempt will be made to restrict the time of these meetings to a maximum of two (2) hours. Minutes of the meetings will be sent to each member prior to the next meeting.

- A. Meetings of the CAC may, when approved in advance by a majority of the voting members of the CAC be held electronically by telephone or video conferencing.
- B. Any member of the CAC may participate in any meeting by telephone or video conferencing as fully and to the same extent as if present in person.

#### **ARTICLE VII** **QUORUM AND VOTING**

Four (4) members of the CAC shall constitute a quorum for purposes of any meeting on any issues requiring a vote. Except as otherwise expressly provided, any matter to be approved by the CAC must receive the affirmative vote of the majority of the voting members of the CAC attending a duly convened meeting.

#### **ARTICLE VIII** **REMOVAL**

Any CAC member who misses more than three (3) meetings, without notification that they are unable to attend, will automatically be removed from the CAC by the Park Board.

#### **ARTICLE IX** **COMMITTEE RESPONSIBILITIES**

- 1. The CAC shall be responsible to:
  - a). Review, evaluate and recommend leisure programs and services for staff consideration.
    - 1. Tour recreation programs at the District, on a yearly basis.
    - 2. Review leisure services and facilities at other park districts, on a yearly basis.
    - 3. Review District program offering.

- b). Aid special District-wide projects, as required by the Park Board, Park District Director or as directed by the CAC Chairperson, upon approval of the Park Board.
  - 1. Assist with future project and program development.
  - 2. Volunteer for two (2) Recreation Department Special Events.
  - 3. Assist with yearly projects, as designated by the Park Board or Park District Director.
- c). Serve as a community sounding board on programs, projects, facilities and special events.
- d). Review all District park development plans and projects of the District, when feasible, before presenting any recommendations or reports to the Park Board.
- e). Review public relations programs at the District.
- f). Inform residents and others about the District and its programs, facilities and District opportunities, on an informal basis.
- g). Engage in the study of problem areas and challenges within the District.
  - 1. Finances
  - 2. Facility Maintenance
  - 3. Vandalism
- h). Perform all other assigned duties, as directed by the Park Board or the Park Board Director.

**ARTICLE X**  
**AMENDMENTS**

- 1. These By-Laws may be amended only at the initial Annual Meeting of the CAC by an affirmative vote of seventy five percent (75%) of the CAC Members. Final Approval of any By-Law Changes must be approved by the Park Board
- 2. Amendments may be proposed by any CAC Member.
- 3. Any By-Law amendment proposal must be submitted in writing to the Chairperson of the CAC not later than twenty (20) days prior to the First Annual Meeting of the CAC.
- 4. Notice of all proposed amendments to the By-Laws shall be mailed to all members of the CAC not less than ten (10) days prior to the Annual Meeting. Proof of mailing shall control.
- 5. No further amendments, modifications, changes or substitutions shall be permitted to the proposed amendments after mailing to the members.

**ARTICLE XI**  
**TEMPORARY SUSPENSION OF BY-LAWS**

Except with respect to the composition of the CAC, these By-Laws, or any other portion thereof may be temporarily suspended by a vote of  $\frac{3}{4}$  of the voting members attending any meeting, for good cause shown. No suspension of the By-Laws shall be for a period longer than the meeting at which the By-Laws are suspended.

**ARTICLE XII**  
**COMMITTEE DISCHARGE**

The Park Board may suspend or discharge the CAC, when the needs of the District so dictate.

**ARTICLE XIII**  
**ROBERTS RULES OF ORDER**

Except as otherwise expressly provided in these By-Laws, all meetings shall be conducted as provided in the then most current edition of Roberts Rules of Order, newly revised.