Board Policy Manual

Section 1: Historical Significance	3.6: Ethics and Conduct
1.1: Name, Nature of the District1	Ethics Act1
1.2: Constitutional and Statutory Authority	Legal Authority1
	Representation1
	Board Decisions1
Section 2: Mission, Vision, Values, and Philosophy	Board Unity1
	Relationship to the Executive Director1
2.1: Mission1	3.6.8.: Commissioner Conduct Sanctions1
2.2: Vision (Revised 1/28/11)1	3.7: Conflict of Interests1
2.3: Core Values1	3.8: Annual Meeting1
2.4: Values/Philosophy1	3.9: Regular Meeting1
2.5: Environmental Mission and Values/Philosophy1	3.10: Special Meetings1
	3.11: Public Notice
	3.12: Place of Meeting 1
Section 3: Organization and Administration	3.13: Commissioner Informational Meeting Packet1
Board of Park Commissioners	3.14: Quorum1
3.1: Authority	3.15: Recording of Meetings1
3.2: Annual Elections1	3.16: Ordinances, Resolutions, and Motions1
3.3: Appointments	3.17: Order of Business
3.4: Removals1	3.18: Voting1
3.5: Vacancy1	3.19: Special Committee1

Board Policy Manual

3.20: Rules of Order1	
3.21: Bonds of Indemnity 1	3.31: Standing Committees on the Board
3.22: Illinois Open Meetings Act	Finance and Administrative Committee1
3.23: Prospective Candidate Orientation	Buildings, Grounds and Facilities Committee1
3.24: Public Attendance and Participation1	Recreation Committee1 Community Development1
3.25: Cooperative Use and Maintenance	3.32: Advisory Committees of the Board1
3.26: Intergovernmental Cooperation1	3.33: Continuing Education of Commissioners1
3.27: Needs Assessment	3.34: Administration & Policy Making Functions of the Board of Commissioners1
3.29: Communication between Park Board Members Applicability of the Open Meetings Act	3.35: Attorney
Open Meetings Policy2	Admin & Policy Making Functions1 Program & Facilities Management1
3.30: Officers President1	Technical Consultant1
Vice President1	3.37: Compensation of Officers and Employees
Secretary1	3.37.A: Use of Recreational Facilities1
Treasurer1 Additional Duties of Officers2	3.38: Continuing Education and Professional Certification of Employees1
Election and Term of Office2	3.39: Naming (Renaming) Parks & Facilities1

Board Policy Manual

	Purpose2
	Authorization2
Section 4: Finance	Purchases under \$1,0002
4.1: Investment Policy	Purchases of \$1,000 up to \$4,0002
Scope1	Purchases of \$4,000 up to
General Objectives1	\$20,0002
Standards of Care1	Purchases over \$20,0002
Delegation of Authority2	Emergency Acquisition over
Investment Instruments2	\$20,000 2
Short-Term Versus Long-Term	Sole Source Purchases2
Portfolio3	Requirement of Bidders3
Internal Controls3	Purchasing Guidelines3
Reporting4	Payables and Accounts
Separation Provisions of Policy and	Receivable4
Conflicts with Illinois Law4	4.4: Fixed Asset Policy
Adoption4	Introduction1
Exceptions4	Statement of Purpose1
4.2: Revenue Policy	Overview1
Introduction1	Scope1
Scope1	Capital Asset1
Overall Objectives2	Fixed Asset Definition2
4.3: Purchasing Policy	Capitalization Policy2
Introduction1	Classification2
Governance1	

Board Policy Manual

Additions and Modifications to	4.6: Capital Improvement Policy
Existing Areas3	Statement of Purpose1
Monitored Expensed Assets3	Capital Projects1
Unmonitored Expensed	
Assets3	Capital Improvement Program Guidelines1
Valuation, Capitalization, and	
Depreciation of Fixed Assets3	General Obligation Bond Issues2
Recording and Accounting of	
Fixed Assets5	Contingency Funds2
Disposal of Fixed Assets5	Monitoring the Capital
•	Improvement Program2
Physical Inventory5	4.7: Prompt Payment Policy
Reports6	Introduction1
Items Not Considered to be	Introduction1
Fixed Assets6	Approval of Minutes1
	Payment of Invoices1
4.5: Debt Policy	4.8: Fund Balance Policy
Statement of Purpose1	Statement of Purpose1
Debt Philosophy1	Fund Balance Philosophy1
Debt Guidelines1	Scope1
Financing Options1	Minimum Unreserved Fund
Thiancing Options	Balance Levels1
Standards for Debt Issuance2	Board Approved Methods for
Selecting a Service Provider2	Supplemental Funding of an
Selecting a Service Frovider2	Under-Appropriated Fund2
Bond Rating 2	Onder-Appropriated Fund2
A 17 G . 17	4.9: Gifts and Bequests
Arbitrage Compliance2	
Restructuring Options3	Statement of Purpose1
	Scope1

Board Policy Manual

Definitions1	6.7: Discrimination1
Provisions 1	6.8: Rules of Conduct/Behavior Management1
Section 5: Park Rules and	6 0. Abused and Neglected Child Depositing
Regulations	6.9: Abused and Neglected Child Reporting Act Policy/Mandated
5.1: Rules and Regulations1	Reporter1
5.2: Loan of Equipment1	6.10: Alcohol Service Use Permit1
5.3: Soccer Goal Safety & Education1	
	Section 7: Personnel Policies
Section 6: Recreation Programs	7.1: Personnel Manual1
and Facilities	7.2: Salary Administration System1
6.1: Purpose and Philosophy of Recreation Programs, Facilities, and	7.3: Full-Time and Part-Time Salary Ranges1
Services1	7.4: Employee Insurance Coverage1
6.2: Coordinating Recreation Programs1	7.5: Use of Volunteers1
6.3: Citizen Input in Planning and Development of Recreation	
Programs1	Section 8: Agreement and Leases
6.4: Athletic Field Use and Concession Permit	8.1: Intergovernmental Agreements1
Policy (revised 10/24/11)	-
Procedures for Securing Fields1	8.2: Park District Risk Management Association1
General Regulations1	
6.5: Concession Permit Policy1	8.3: Northeast DuPage Special Recreation Association1
6.6: Facility Use for Affiliate Organizations	8.4: DuPage County
(revised 11/21/11) 1	Emergency Services1

Board Policy Manual

Public Service Workers1	
Stream and Bike Path Maintenance Salt Creek	
8.5: Land and Water Conservation Fund1	Appendix
8.6: Addison Intergovernmental Consortium	 A. Park Rules & Regulations B. Personnel Manual(s) C. Full-Time Salary Range and Grade Part-Time Salary Range and Grade D. Safety Policy and Procedures Manual E. Fees, Charges & Pricing Policy F. Guidelines for Affiliate Organiations
Section 10: General Policies, Rules and Regulations	
10.1: ADA Compliance1	
10.2: Smoke Free Facilities Policy1	
10.3: Identity Protection1	
Section 11: Corporate Seal	
11.1: Corporate Seal1	