

## Section 3: Organization and Administration – Board of Park Commissioners

# 3.1 Authority

The management and control of all officers of the Addison Park District and all parks and all other property maintained by District and committed to its control and supervision is vested in the Board of Park Commissioners of the Addison Park District, pursuant to the Park District Code.

## 3.2 Annual Elections

At the annual meeting of the Board of Park Commissioners they shall choose from among their members a President, Vice President, Secretary and Treasurer each to serve for a term of one year and until their successors are chosen and qualified. Vacancies may be filled by appointment by a majority of the remaining members of the Board at any of its meetings.

## 3.3 Appointments

The Board of Park Commissioners shall appoint, otherwise than from among their own members, a Secretary, Treasurer and Legal Counsel each to serve for a term of one year and until their successors are appointed and qualified. The Board of Park Commissioners shall also appoint an Executive Director to serve at the will of the Board.

## 3.4 Removals

Any officer or employee appointed by the Board may be removed by majority vote of the Board when, in its judgment, the best interest of the District would be served. The office of Park Commissioner of the District may be declared vacant when a member thereof shall die, resign, cease to be a legal voter of the District, refuse or neglect to take his oath of office, neglect or refuse to attend to the duties of his office or to attend regular or special meetings of the Board for a period of four consecutive months, be convicted of any infamous crime, or become insane.

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# 3.5 Vacancy

The Board of Park Commissioners shall, whenever a vacancy occurs, appoint a person other than from among their own members, to serve until the next election of Commissioners is held, or as provided in Section 2-25 (1) (2) of the Park District Code.

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# 3.6 Ethics and Conduct

- A. Ethics Act – Commissioners must file a Statement of Economics Interests, pursuant to the Illinois Governmental Ethics Act, with the County Clerk of DuPage County (5 ILCS 420/1-101). The Secretary of the District shall make available the statement of economic interest form.
- B. Legal Authority - Authority - The Board of Park Commissioners collectively, and not any individual Commissioner, is the legal corporate authority of the District. As such, an individual Commissioner has no legal authority to determine policy, give directions to District personnel, or to act or speak for the Board unless specifically authorized to do so by official Board action.
- C. Representation - Commissioners represent all of the residents of the District and should avoid representing special interest groups. Commissioners should also avoid making public promises or statements regarding their votes or position on an issue prior to an official meeting.
- D. Board Decisions - Commissioners should make non-partisan decisions regarding District policies and operations based upon reports, facts, and study and not upon personal interest or prejudice.
- E. Board Unity - Commissioners should accept and endorse majority decisions of the Board and align themselves with Board policies, goals, and objectives.
- F. Relationship to the Executive Director – The Executive Director is the chief administrative officer of and professional advisor to the District. The Board shall establish a job description for this position and shall delegate to the Executive Director sufficient authority and responsibility to execute the Board’s policies, establish standard operating procedures based on those policies, develop and amend as necessary an organizational chart and implement the hiring and firing of personnel to fulfill the budgeted full-time staffing requirements of the District, enforce established rules and regulations, and administer the daily operations of the parks, recreation programs, facilities and services of the District for the benefit of the residents and general public. The Executive Director may delegate his authority but he shall nevertheless be responsible to the Board. The Board shall perform an annual written evaluation of the Executive Director or more often as may be deemed necessary.

- G. Line of Communication – Board members shall honor and respect the delegation of authority and responsibility to the Executive Director. Board members shall work directly with the Executive Director rather than staff. Requests for information concerning District operations and programs as well as comments from the public in general shall be referred to the Executive Director exclusively. The Executive Director will determine, review, investigate and recommend disposition to the Board as appropriate.

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# 3.6.8. Commissioner Conduct Sanctions

### **Policy Purpose**

It is the Policy of the Addison Park District that all Park Commissioners conform their conduct to all laws, statutes, ordinances and resolutions of the Addison Park District. The Commissioners, on entering upon this Office of Commissioner, are required to take an Oath of Office affirming their faithful discharge of their duties and responsibilities as a Park Commissioner.

Commissioners who engage in conduct in violation of said responsibility, may be subject to sanctions, as provided for herein.

### **Eligibility**

Any Park Commissioner is eligible to file a Complaint against another Commissioner.

### **Guidelines**

- A. A Complaint against any Commissioner shall be handled as follows:
  - 1. The Complaint shall be presented to the Board President. The Board President will, as soon thereafter as practicable, convene an Executive Session, in accordance with the Illinois Open Meeting Act, 5 ILCS 120/2(c)(1), for purposes of discussing the Complaint. A majority vote of the Board of Park Commissioners is required to allow the Complaint to move forward for a Sanctions Hearing and determination. If a majority of the Board of Park Commissioners agrees, in Executive Session, the Complaint shall be put in writing and presented to the Commissioner against whom the allegations are directed.
- B. Commissioners have the following rights in the Complaint process:
  - 1. The opportunity to respond to the Complaint; and
  - 2. The opportunity to participate in any informal resolutions; and
  - 3. The opportunity to have a Hearing on the Complaint; and
  - 4. The opportunity to speak to the nature of the Sanctions sought to be imposed in the event the Board determines sanctions are appropriate, as provided for herein.



- C. Neither the Commissioner making the Complaint, nor the Commissioner against whom the Complaint is directed, shall be subjected to any unjust treatment.
- D. Any extension of time needed to comply with the Complaint procedures set forth herein will be by agreement of the parties.
- E. The Commissioner filing the Complaint may submit a written request to withdraw his/her Complaint at any time.

### **Procedures**

Complaints will be processed in the following manner, within the stated time limits:

#### **Step I: Initial Complaint**

The Commissioner will be presented, in writing, the Complaint. The Complaint must be presented within ten (10) working days from the date of the conduct complained of, or as soon thereafter as practicable, given the schedule of the Board Meetings.

#### **Step II: Presentation of Complaint/Hearing with the Board**

The Complaint will be presented in a Closed Executive Session, at a time determined by the Board President. The accused Commissioner shall be given notice of the Complaint and the Meeting scheduled to present the Complaint, no less than twenty-four (24) hours prior to the conduct of said Executive Session. An informal presentation of the Complaint shall be made to the whole Board. The accused Commissioner has an opportunity to respond to the Complaint. Only information pertinent to the Complaint shall be discussed.

If the matter is not resolved through the information discussion of the Board and it appears as though the implementation of discipline is warranted, the matter shall be advanced for a Hearing before the Board, as provided for herein.

#### **Step III: Sanction Procedures**

When a violation is determined by the Board to be serious enough to possibly warrant discipline of the Commissioner, the matter shall be scheduled for a Hearing before the Board. The accused Commissioner shall be provided a copy of the written Complaint. A Hearing, in Executive Session, shall be scheduled by the Board President at a time and date convenient for the accused Commissioner, however, in no event shall the Hearing be extended beyond a period of thirty (30) days, unless good cause is shown for said extension.

The Board shall present the information and evidence relating to the Complaint. The accused Commissioner will then be afforded an opportunity to respond to the information presented in support of the Complaint and to provide and offer any information or evidence in support of his or her defense to the allegations in the Complaint. Thereafter, the Board of Commissioners will deliberate, in the presence of the accused Commissioner, and will determine whether sufficient

information was provided to support the allegations in the Complaint and, if so, whether discipline of the accused Board Member is necessary and/or appropriate.

When a violation is determined by a vote of two-thirds (2/3) of the entire Board of Commissioners, after affording the accused Commissioner an opportunity to be heard, the Board may impose discipline, as provided for herein. The discipline imposed shall be determined based upon the same two-thirds (2/3) vote of the Board. The Board can thereafter determine, by a two-thirds (2/3) vote as to whether any discipline imposed shall be done in an Open or Closed session Meeting of the Board.

### **Discipline Options**

#### **Oral Reprimand/Censure**

When it is determined that a Commissioner violates a rule, regulation, policy or procedure of the Park District, which violation impacts Park District operations, Board relations or Board/Staff interaction, after a Hearing, as provided for above, the Board may impose an Oral Reprimand or Censure against the Commissioner found to be in violation of same. The determination to impose said sanction must be approved by a vote of two-thirds (2/3) of the entire Board of Commissioners

#### **Written Reprimand**

When it is determined that a Commissioner violates a rule, regulation, policy or procedure of the Park District, which violation impacts Park District operations, Board relations or Board/Staff interaction, which is more serious in nature or which is a continuation of a violation previously determined, after a Hearing, as provided for above, the Board may impose a Written Reprimand against the Commissioner found to be in violation of same. The determination to impose said sanction must be approved by a vote of two-thirds (2/3) of the entire Board of Commissioners.

#### **Meeting Suspension**

When it is determined that a Commissioner commits a serious violation of a rule, regulation, policy or procedure of the Park District, which violation has a serious impact on Park District operations, Board relations or Board/Staff interaction, and which is more serious in nature or which is a repeat or continuation of a violation previously determined, after a Hearing, as provided for above, the Board may impose a Suspension of the Commissioner found to be in violation of same from a Board Meeting or Committee of the Whole Meeting, the date of which Meeting, shall be specifically identified. The determination to impose said sanction must be approved by a vote of two-thirds (2/3) of the entire Board of Commissioners.

**Step IV: Decisions Final**

It is understood that the Decision, as reflected in a vote of two-thirds (2/3) of the entire Board Commissioners shall be a final Decision. The Board shall maintain the Meeting Minutes of all Executive Session and Open Session Meetings, as required by law.

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# 3.7 Conflict of Interests

The Board of Park Commissioners recognizes that the Park District's success and reputation is dependent upon and entrusted to the honesty, integrity, and ethical standards of its Commissioners and employees.

Each action taken by a Commissioners and/or employee in the course of their duties will be motivated by the Park District's best interests and will be free of outside influence and self-interests.

In the event of an act of conflict of interest by a Commissioner or the Executive Director, the Board shall have the responsibility to decide upon any action to be taken, and in the event of such an act by a staff member, that responsibility shall be the Executive Director's.

In accordance with this policy, Commissioners and staff members will comply with the following:

Commissioners and staff members must disclose all memberships or financial interest in companies or organizations doing business with the District.

No contract or the performance of any work in which a Commissioner shall have any financial interest shall be approved by the Board of Park Commissioners unless such approval shall be in conformance with the Public Officers Prohibited Activities Act, 50 ILCS 105/0.01 *et seq.*

Commissioners will file a Statement of Economic Interests annually with DuPage County, as required by law.

Both Commissioners and staff members will not accept any remuneration in money or services from any vendor or organization doing business with the District in compliance with the Gift Ban Act.

For future employment, a Commissioner must be off the board a minimum of 7 years before being hired by the District in any capacity.

## 3.8 Annual Meeting

Annual Meeting: Special Meeting in Recognition of Retireing/outgoing Park Commissioners. The Annual Meeting of the Board of Park Commissioners shall be held on the fourth Monday of May in each year at the Administrative Office at Community Recreation Center (CRC),

## 3.9 Regular Meeting

Unless otherwise determined at a regular meeting of the Board of Park Commissioners by an Ordinance fixing the time, the regular meeting of the Board of Park Commissioners shall be held on the fourth Monday of each month. If the day of any meeting falls on a legal holiday, the meeting shall be held the following day or on a date specified by the Board.

## 3.10 Special Meetings

Special meetings of the Board may be called by the President, whenever he shall deem it necessary, or may be called by the Secretary at the request of any two Commissioners. All Park District business of whatever nature or description may be considered and disposed of at such special meetings, the same as at a regular meeting. Adequate notice shall be given each Commissioner of the time and place of the special meeting at least 24 hours prior to the date of the meeting, unless the meeting is called during a regular or special Board Meeting. Such notices shall contain special reference to the matters of business to be considered at such meetings. The Secretary's statement in the minutes of such special meeting that such notice was given shall be conclusive evidence of the giving of such notice.

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# 3.11 Public Notice

In compliance with Illinois Open Meetings Act as amended, notice of regular meetings and all special, rescheduled or reconvened meetings must be posted at the Addison Community Recreation Center, 120 E. Oak, Addison, and copies of the notice sent to any news medium that has filed an annual request to receive such notice. In addition, the schedule of regular meeting must be available at the office of the public body and on the website including time and places of meetings.



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# 3.12 Place of Meeting

All meetings of the Board shall be held at the Addison Park District Office, 120 E. Oak Street, Addison, Illinois, unless otherwise specified by three or more Commissioners and notice is posted at the Addison Park District Office.

# **3.13 Commissioner**

## **Informational Meeting**

### **Packet**

Prior to all official meetings each Commissioner will be provided a packet containing the meeting agenda and all relative support information for agenda items. Support information is usually in the form of Board summaries or staff reports as appropriate. The packet will be delivered or made available to board members in their Park District mailbox, home delivery, or by e mail in a timely manner.

## 3.14 Quorum

Three Commissioners shall constitute a quorum for the transaction of business; provided however that if no quorum is present, the Commissioners may adjourn the meeting from time to time until a quorum is obtained.

## **3.15 Recording of Meetings**

It shall be the policy of the Park District Board to tape record all regular and special Board Meetings and committee meetings duly called by the Board. The tapes shall be used for preparation of all minutes and be available for review by any Commissioner, recording secretary, or Director. Except as is required by the Opens Meetings Act for executive session minutes, no later than 60 days, or upon board approval of the typed minutes, the Board shall seek permission from the Local Records Commission to destroy such tape recordings. The Board, at its discretion by majority vote of its members, may maintain any designated tape for a period of time and for a specific purpose they may determine.

## **3.16 Ordinances, Resolutions, and Motions**

All ordinances, resolutions, and motions shall be in writing. Ordinances and resolutions shall be chronologically numbered. All proceedings of the Board shall be kept in a book of records, open to public inspection at all reasonable and proper times, as prescribed by law. These records are not to be removed from the Park District Office for public perusal.

## 3.17 Order of Business

The Order of Business at all meetings of the Board shall be as follows:

1. Call to Order
2. Change in Agenda
3. Pledge of Allegiance
4. Public Comment
5. Consent Agenda
6. Approval of Minutes
7. Unfinished Business
8. New Business
9. Committee Reports
10. Approval of Accounts Payable
11. Presentation of Financial Report
12. President/Director Report and Commissioner Comments
13. Written Correspondence or Communications Received
14. Adjournment

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# 3.18 Voting

The yeas, nays and abstains shall be taken by roll call upon the passage of all ordinances, upon all propositions to create any liability, for the appropriation or expenditure of money, or at the request of any Commissioner and shall be entered upon the minutes of the proceedings.

## 3.19 Special Committee

The President, with approval of the Board may at any time appoint special committees, as necessity may require.



## **3.20 Rules of Order**

The most current version of Robert’s Rules of Order shall govern in questions of procedure not otherwise provided for herein.

## **3.21 Bonds of Indemnity**

Before entering upon their respective duties, all officers, and those designated employees, may be required to give a bond in such penal sum and with such conditions and security as determined by the Board. Bonds of indemnity running to the Park District and requiring the approval of the Board shall not be approved until the Attorney shall have certified thereon that said bond is properly executed as to form.

## **3.22 Illinois Open Meetings Act**

All provisions of the Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*) are hereby adopted.

## Section 3: Organization and Administration

# 3.22.A OMA Remote Attendance Policy

### I. PURPOSE

The purpose of this Policy is to allow members of the Board of Commissioners of the ADDISON PARK DISTRICT to attend and participate in open and closed meetings of the Board by video or audio means as authorized by Section 7 of the Open Meetings Act, 5 ILCS 120/7, subject to the rules and limitations applicable to such attendance and participation as set forth in this Policy.

### II. DEFINITIONS

“Act” means the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

“Board” means the Board of Commissioners of the District.

“Code” means the Park District Code, 70 ILCS 1205/1-1 *et seq.*

“Commissioner” means a member of the Board.

“District” means the ADDISON PARK DISTRICT.

“Meeting” means any open or closed meeting of the Board that is subject to the Act.

“Qualifying Event” means: (i) personal illness or disability; (ii) employment purposes or the business of the District; or (iii) a family or other emergency.

“Remote Means” means video or audio conference only.

“Secretary” means the secretary appointed by the Board pursuant to Section 4-8 of the Code.

### III. REMOTE ATTENDANCE PERMITTED

Subject to the limitations set forth in Section IV below, a Commissioner may attend any Meeting by Remote Means if the Commissioner is prevented from physically attending the Meeting because of a Qualifying Event.

### IV. RESTRICTIONS ON REMOTE ATTENDANCE

(a) No Commissioner may attend any portion of a Meeting by Remote Means unless:

- (i) a quorum of the Board is physically present at the Meeting; and
- (ii) he or she provides written notice to the Secretary specifying the Qualifying Event at least one hour prior to the Meeting at the District’s principal office; and
- (iii) the Remote Means being utilized is fully functional so as to allow all Commissioners and any member of the audience to hear all communications taking place at the Meeting.

(b) No Commissioner may attend a Meeting by Remote Means for any reason other than a Qualifying Event.

## **V. RULES OF PROCEDURE WHEN REMOTE ATTENDANCE UTILIZED**

- (a) When any Commissioner attends any portion of a Meeting by Remote Means as permitted by this Policy:
  - (i) the minutes of the Meeting shall so reflect that such Commissioner attended the Meeting by Remote Means; and
  - (ii) every Commissioner shall be identified during all Board discussions so that each Commissioner is aware of which Commissioner is speaking at all times.
- (b) A Commissioner attending a Meeting by Remote Means shall:
  - (i) be permitted to fully participate in the Meeting as if he or she were physically present, subject to the Board's guidelines and procedures for conducting the Meeting; and
  - (ii) advise the Secretary and Board if he or she leaves or returns from the Meeting; and
  - (iii) advise the Secretary and Board of all other persons in the same room as such Commissioner attending by Remote Means and whether and to what extent such other persons are able to hear the discussions at the Meeting.

## **VI. APPLICABILITY**

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.

## **VII. EFFECTIVE DATE**

This Policy was approved by a majority of the Board at its Meeting held on August 22, 2011 and becomes effective August 22, 2011.

## **VIII. AMENDMENTS**

This Policy may be amended by a majority vote of the Board at any time.

## **3.23 Prospective Candidate Orientation**

An orientation shall be held for all prospective candidates for Board Commissioner who legally file nominating papers as required by the Illinois State Board of Elections. The prospective candidate orientation meeting shall be held not later than 30 days following the nomination filing deadline. The orientation shall include a written informational packet for each candidate.

## **3.24 Public Attendance and Participation**

Visitors are welcome to attend all regular and special meetings of the Board, except for closed meetings as provided by law. Individuals or groups who wish to petition the Board for a specific action must present their request in writing to the Secretary one week in advance of a regular meeting, to allow adequate time for the study of the matter and facts involved. The Board reserves the right to postpone action on any request for a period of up to two months.

## **3.25 Cooperative Use and Maintenance**

To promote and enhance efficient use of tax dollars and effective delivery of park, facility and recreation services, the Board and staff shall strive to develop cooperative inter-agency agreements. These agreements shall cover, but not be limited to, cooperative use and maintenance of facility and program operations, facility design, land use and development, finances, purchasing, support, and making possible other identified community needs.



## **3.26 Intergovernmental Cooperation**

To promote and enhance efficient use of tax dollars and effective delivery of park, facility and recreation services. The Board and staff shall strive to develop intergovernmental cooperation agreements with local, state and federal governmental agencies.

## **3.27 Needs Assessment**

In order to facilitate the involvement and input of citizens in the long range planning and decision-making process affecting the delivery of park, facility and recreation services, the Board shall conduct a comprehensive community-wide needs assessment a minimum of once every ten years. The results of the needs assessment shall be documented as part of the Park District Comprehensive Master Plan and shall be available for public review.

## **3.28 Comprehensive Master Plan**

The Park Board shall adopt and maintain a current Comprehensive Master Plan at all times. The Master Plan shall be developed based on citizen, commissioner and staff assessment of the District's current and future park, facility and recreation needs. The Master Plan shall include, but not be limited to; a community profile and trends assessment; citizen, staff and commissioner input; Park District profile; District mission statement and values/philosophy; and long term goals, objectives and capital projects. The Master Plan shall be updated a minimum of once every five years and shall be available for public review.

## 3.29 Communication between Park Board Members

Applicability of the Open Meetings Act. Section 2(a) of the Open Meetings Act provides that the governing boards of units of local government, including a board of park commissioners, may discuss public business only at a public meeting held after giving public notice. This requirement also applies to park board committees, and to discussions by a majority of a quorum of either the Park Board or one of its committees. The requirements of the Open Meetings Act apply not only to in-person discussions, but also to discussions by telephone and other means. In addition, certain forms of electronic communication are also covered by Section 2(a) of the Act. The Park Board wishes to comply with both the letter and the spirit of the Open Meetings Act, and therefore adopts the following policy.

Open Meetings Policy. Members of the Board of Commissioners constituting either a majority of a quorum of the Board itself (two or more members), or a majority of a quorum of any board committee (two or more members) shall not discuss the business of the Park District in any of the following ways, except after full compliance with the requirements of the Open Meetings Act:

1. In person;
2. By conference telephone call;
3. By person-to-person telephone conversations in which the views, opinions or ideas of one or more commissioners are communicated to other Board Commissioners for comment, discussion or other similar response;
4. By participation in an internet “chat room” or the use of instant messages;
5. By direct or forwarded e-mail messages in which the views, opinions or ideas of one or more commissioners are communicated to other Board Commissioners for comment, discussion or other similar response;
6. By letters, notes or any other writings that are circulated or forwarded by mail, or by personal or messenger delivery by one or more Commissioners to other Board Commissioners for comment, discussion or other similar response.
7. Nothing contained in this policy shall be construed as prohibiting a Board member from disseminating information or messages about Park District business to any other Commissioner either in person, by telephone, by e-mail or in writing, provided that no comment, discussion or other similar response is requested and the communication does not become a dialog.

8. Board members should retain hard copies of any such transmittals for a period of at least two years.

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# 3.30 Officers

The officers of the Board of Park Commissioners shall be President, Vice President, Secretary, and Treasurer as prescribed by law, and such assistants and other officers as may be chosen by the Board.

- A. President. The President shall be the executive officer of the Board of Park Commissioners. It shall be his or her duty to preside at all meetings when present; to call special meetings on his or her own motion; to sign all contracts and other papers authorized by the Board; to see that all ordinances of the Board are enforced; to see that all orders of the Board are faithfully executed; and to exercise general supervision, through the Director, of all elected and appointed officers and employees, and over the business and property of the District. The President's authority, however, shall be subject to the direction, ratification and approval of the Board. The President shall have the right to vote on all questions coming before the Board and shall be a member thereof.
- B. Vice President. The Vice President, in the absence of the President, or in the event of his or her refusal or inability to act, shall be vested with the powers and perform the duties of the President.
- C. Secretary. The Secretary, or a designated representative, shall have the custody of the corporate seal and all books, records pertaining to the office. S/he shall at no time relinquish the possession of such records. He or she shall attest and affix the corporate seal to all instruments requiring such action when authorized by ordinance or vote of the Board; and shall cause all ordinances, resolutions and other actions of the Board requiring publication to be duly published. He or she shall give notice of and attend all meetings of the Board, call special meetings on the request of two or more members of the Board, and keep a full and true record of its proceedings.
- D. Treasurer. The Treasurer, or a designated representative, shall be responsible for the receipt and safe keeping of all monies belonging to and received by the District in the bank or banks approved and designated by the Board. The Treasurer, or designated representative, shall disburse the funds only upon the authority of the Board, together with properly executed warrants. He or she shall make monthly reports to the Board of all receipts and disbursements, and shall submit a detailed statement showing all receipt and disbursements during the preceding year at the annual meeting of the Board. Acting under the supervision of the Board, he or she shall have charge of the District's bookkeeping and system of accounts. S/he shall furnish to any Commissioner or Officer, so requesting, information as to any matter relating to this office, including copies of records of receipts and disbursements, statements of account, audits and other records of the District under control or supervision of the office.

- E. Additional Duties of Officers. In addition to the duties herein specified, each officer shall perform such other duties as may be required of him/her by law or by the ordinances or the resolutions of the Board.
- F. Election and Term of Office. All officers shall be elected by the Commissioners at the annual meeting herein provided for and at such other times as a vacancy occurs. Said officers shall hold office until the next annual meeting and until his or her successor is chosen and has qualified. Vacancies may be filled by appointment by a majority of the remaining members of the Board at any Board meeting. In the case of the temporary absence or inability of any officer to act as such, the Board may fill the office *pro tempore*. The Board may appoint annually an Attorney, as may be required, defining and prescribing their respective duties and compensation.

## 3.31 Standing Committees of the Board

At the first regular meeting after his or her election (except as herein noted), the President shall appoint the following committees: Finance and Administrative, Buildings, Grounds, Facilities, Community Development and Recreation. Each Committee shall consist of one member of the Board. The President shall be an *ex-officio* member of each Committee. Each member of a Committee shall hold office for one year and until his or her successor is appointed. The President shall fill all vacancies for the unexpired term on the committees. All actions of the respective committees are subject to the approval of the Board of Commissioners. All committees are governed by the “Illinois Open Meetings Act.”

- A. Finance and Administrative Committee. The Finance and Administrative Committee shall review and make recommendations to the Board on financial, personnel and administrative affairs of the district. These items shall include reviewing the budget and appropriation ordinance, financial expenditures, personnel policy matters and benefits, and insurance and administrative policy matters, including revisions.
- B. Buildings, Grounds and Facilities Committee. The Buildings, Ground and Facilities Committee shall have charge of reviewing the maintenance and operation of the parks, buildings, and facilities. They shall preview the operations or alterations in the ground, building, and equipment. This committee will review all plans for important alteration in grounds, building, and equipment of all facilities.
- C. Recreation Committee. The Recreation Committee shall review the recreation activities conducted by the park district.
- D. Community Development. The Community Development Committee shall review Park & Recreation Foundation and fundraising activities. It shall also review the opportunities for revenues available through grants, sponsorships and donations.



## **3.32 Advisory Committees of the Board**

The Advisory Committee shall be established as deemed necessary to solicit citizen input regarding a specific facility, program area or issues of concern by the Park Board. One Commissioner shall be assigned as a Park Board liaison by the President. The Executive Director shall assign one staff member as a staff liaison. The committees shall be advisory in nature and shall make recommendations to the Park Board and staff.

## **3.33 Continuing Education of Commissioners**

The Board recognizes that continuing education results in improved public service, greater cost effectiveness in park and facility maintenance, and more efficient delivery of recreation services. In order to foster ongoing improvement the Commissioners are encouraged to attend continuing education programs provided by the Illinois Association of Park Districts (IAPD), Illinois Park and Recreation Association (IPRA), National Recreation and Park Association (NRPA), and other qualified educational institutions.

## **3.34 Administration and Policy**

# **Making Functions of the Board of Commissioners**

The Board of Park Commissioners shall have authority and responsibility to establish all policies of the Park District relating to:

1. Personnel/Employment Policies
2. Park Regulations/Rules
3. Revenue Policies
4. Safety Policies
5. Levy/Budget adoption
6. Approval of monthly payroll and bills
7. Approval of Inter-Governmental/Inter-Agency Agreements
8. Approval of full-time employee salary ranges, annual salaries and benefits
9. Approval of part-time/seasonal employee salary ranges and benefits
10. Approval of special facility fees and charges
11. Approval of the District's long-term and annual goals and objectives
12. Approval of the District's Master Plan and ADA Plan
13. Approval of Ordinances and Resolutions
14. Approval of Citizen Advisory Committee and appointment of committee membership
15. Hiring, supervising, evaluating and terminating the Executive Director, as required
16. Approval of contracts in excess of \$20,000
17. Approval of facility and parks development/renovation plans

18. Governance Agreements

19. Parks Rules & Regulations

## 3.35 Attorney

The Board, upon a majority vote, may employ and fix the compensation of the Park District Attorney to undertake the duties listed and other duties as may be deemed necessary. The Park District Attorney shall attend regular monthly Park Board meetings and special meetings, when requested to do so, and shall have charge of all legal matters and of the prosecuting and defense of all litigation in which the District is interested. He or she shall review and approve all ordinances, resolutions and other instruments required by the Board; perform any work incident to bond issues; negotiate and prepare documents in connection with the purchase or sale of Park District real estate; and shall give opinions on all questions referred to him or her by the Board, an Officer, or the Executive Director under the direction of the Board.

## Section 3: Organization and Administration – Employees of District

# 3.36 Executive Director

The Executive Director (also herein referred to as “Director”) shall have charge of the daily operation, maintenance, supervision, construction and repair of all park facilities and property, and all recreation facilities and activities including, but not limited to, having charge of all employees who are necessary to operate the District and its facilities, subject to the employment policies and salary schedules as established by the Board. The Director shall be subject to the policies and direction of the Board.

- A. Administration and Policy Making Functions of the Executive Director: The Executive Director shall have the authority and responsibility to carry out the policies established by the Park Board and to establish, administrative procedures deemed necessary to direct the daily operations of the District within the general policies and regulations set forth by the Board. The Executive Director shall have authority and responsibility to establish administrative procedures of the Park District relating to:
1. Hiring, supervision, evaluation and termination, if required, of all full-time positions
  2. Hiring, supervision, evaluation and termination, if required, of all personnel as deemed necessary to assist in the daily operations of the District
  3. Approval of contracts for \$20,000 or less
  4. Administrative and operational procedures necessary to carry out the policies and directives of the Board
  5. Recreation program fees within the policies established by the Board
  6. Approval of staff goals and objectives consistent with the District goals and objectives as approved by the Board
  7. Recommendation of Advisory Committees and recommendation of Committee Membership to the Board
  8. Recommendation on Inter – Governmental / Inter-Agency Agreements to the Board
- B. Program and Facilities Management Responsibilities of the Executive Director. The Executive Director shall have general responsibility for the administration and management of all recreation programs, and the management of all parks, buildings and facilities.

- C. Executive Director as Technical Consultant. The Executive Director serves as a technical advisor and consultant to the Board.

## **3.37 Compensation of Officers and Employees**

The officers, with the exception of those officers who are Commissioners, and all employees of the Park District shall receive such compensation for their services as the Board shall from time to time determine, pursuant to law. The Commissioners of the Board shall not receive compensation for their services.



# 3.37.A Use of Recreational Facilities

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## Season Passes

Active and past Commissioners are allowed family swimming passes at no cost. For the purpose of passes, family is defined as spouse, civil union partner, children, siblings, parents or other blood relatives residing in the same household or dependent children residing with either parent. All eligible Commissioners and family members must meet any requirements and restrictions for facility usage including regular hours of operation, age limitations and waivers.

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## Golf

Active and past Commissioners and family members are allowed use of Links & Tees at no cost. For the purpose of usage, family is defined as spouse, civil union partner, children, siblings, parents or other blood relatives residing in the same household or dependent children residing with either parent. Links & Tees facilities include the Driving Range, Putter’s Peak, golf course and golf dome. All eligible commissioners and family members must meet any requirements and restrictions for facility usage including regular hours of operation, age limitations and waivers.

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## Fitness

Active and past Commissioners and family members are allowed use of Club Fitness at no cost. For the purpose of usage, family is defined as spouse, civil union partner, children, siblings, parents or other blood relatives residing in the same household or dependent children residing with either parent. All eligible Commissioners and family members must meet any requirements and restrictions for facility usage including regular hours of operation, age limitations and waivers.

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## Recreation Programs/Group Lessons

Active and past Commissioners, and family; spouse, civil union partner, children, siblings, parents or other blood relatives residing in the same household or dependent children residing with either parent will be allowed to enroll in recreation programs or group lessons at a reduced rate or no charge subject to the following conditions:

1. Commissioners or immediate family members are not eligible to register for any resident lottery for recreation programs without complying with all requirements, regulations, rules and fees.
2. The Commissioner or immediate family member pays the Park District for any contract expense in connection with attendance in the program, lesson, trip or specialized service or event.

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## Room Rentals

Commissioners may reserve for exclusive personal use, (may not be assigned to another) any of the district's public rental facilities, one per calendar year, with waiver of hourly fees. All other requirements, including applicable administrative fees apply, as stated in the published Park District Brochure.

In addition to the Room Rentals permitted herein, Commissioners may be permitted additional exclusive personal use of the District facilities when the Executive Director, in his sole and exclusive discretion, determines that the requested facility is available and not otherwise requested for rental and that the use will not interfere with any Park District functions, exclusive of use for any commercial purpose.

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## Procedures

You should contact the Executive Director or department head regarding the use of Park District programs and facilities.

## **3.38 Continuing Education and Professional Certification of Employees**

The Board recognizes that continuing education and professional certification of employee's results in improved public service, greater cost effectiveness in park and facility maintenance and more efficient delivery of recreation services. In order to foster ongoing employment of highly competent and responsive personnel, continuing education of employees shall be encouraged and supported by the Board. Likewise, professional certification of employees shall be encouraged and supported by the Board. (Reference Personnel Policy 4.9 Education, Training, and Professional Participation)

## 3.39 Naming (Renaming) Parks and Facilities

Statement of Purpose – The parks and facilities of the Addison Park District are important parts of community life and the selection of names for these recreation areas may be a matter of considerable public interest. The following Statements shall govern the naming or renaming of parks and facilities when the Board of Commissioners determines it appropriate that a specific park or facility be designated by a name.

Community and Neighborhood Parks as defined in the Comprehensive Master Plan, 2010. The following criteria, in the order listed, shall be given priority over each succeeding paragraph in the naming and renaming of community and neighborhood parks.

- A. Park features such as topography, natural assets, the purpose of the park or activities to be held in the park (i.e. Army Trail Nature Center).
- B. Names of areas, such as the neighborhood in which a park is located or after schools park when its adjacent (i.e. Byron Park, Lake Manor Park).
- C. Major street names surrounding the park site (i.e. Centennial Park).
- D. Individual, group, or significant historical events
- E. Contribution for acquisition/development
- F. Exceptional service in the Park District's interest

Recommendations for a Name - May come from neighborhood organizations in the same locality as the park or facility. Recommendations from other concerned citizens and special interest groups will also be considered. The Board of Commissioners may also conduct a public contest for the naming of parks.

Consideration for naming a park or facility in honor of an individual shall only be given if one of the following criteria has been met:

- A. For an individual(excluding state and nationally significant individuals) to be considered, that person must have contributed significantly to the acquisition or development of the park, facility or to the Park District overall. The suggested name

may be accompanied by a biographical sketch, which shall provide evidence of contributions to the park, facility, or the Park District overall.

- B. Major contribution must have been made to the District or Park District Foundation.
- C. Substantial donation to the District for park and recreational purposes wherein the donor stipulates a name as being consideration for the donation.
- D. Outstanding community leader who has made significant civic contributions to the community and.
- E. The proposed name to be used receives the consent of the person to be honored, if living, or if deceased, consent of the closest living family member(s).
- F. Parks or facilities named or renamed by reason of a donation, the term (length) of the naming or renaming shall be mutually agreed to by the prospective donor and the Board of Commissioners at the time the naming request is discussed, not to exceed 30 (thirty) years.
- G. A park may be named after a former Board Commissioner, Mayor, Village Official only after the individual has been retired from office for a minimum of 5 (five) years. The waiting period may be waived if the individual is being honored posthumously.

Renaming criteria – It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the contributors. Only those parks and facilities named for location or subdivision shall be considered for renaming. Parks named by deed restrictions shall not be considered for renaming. Parks and facilities named after individuals shall

Other Alternatives – A facility within a park, i.e., playground, picnic shelter, athletic field, etc. may be named separately from the park or facility location. The Park District Board of Commissioners is the exclusive body to permit the naming of parks and facilities. The Park District Board is free to modify, change or invalidate these guidelines as they see fit from time to time to best serve the needs of the community with regard to naming parks and facilities.