

West Chicago Park District

Section 1: Board Policy

1.0 Forward

The West Chicago Park District is a separate unit of municipal government, established in 1972, governed by a Board of seven elected commissioners who serve without pay. It is the purpose of the West Chicago Park District to effectively and economically provide recreational programs, facilities, and open space for the residents of the District which are designed to provide wholesome, constructive, and enjoyable leisure experiences that benefit the individual, the family, and the community. The Board of Park Commissioners acts as the legislative and policy making body of the District in the operation, control, improvement, and planning of its parks, recreation programs, facilities, personnel, and fiscal operations.

1.1 Purpose

This Board policy is intended to describe the existing policies of the District as they apply to the Board of Park Commissioners. The Board of the District has reviewed and approved this policy and will in the future periodically review and revise the policies contained within as it deems appropriate.

1.2 Membership

A. Number of Commissioners

The Board shall be comprised of seven (7) members.

B. Term of Office

Commissioners shall be elected to serve for a term of six (6) years. Commissioners shall serve until their successors are duly qualified and elected.

C. Qualification

Any person who is a legal voter and who resides within the District boundaries is qualified to be a candidate.

D. Nomination

1. A candidate for the office of Park Commissioner must file a nominating petition with the Secretary of the Board signed by qualified voters of the District, equal in number to not less than 2% of the number who voted in the last preceding election for Park Commissioners in the District but in no case by less than 25 voters. (Code, Section 21-11)
2. The Secretary of the Board shall make available nominating petition forms and the required number of signatures to any prospective candidate for the office of Park Commissioner and shall publicize the first and last day for filing such nominating petitions well in advance of those dates.

E. Information Packet for Prospective Park Board Members

It shall be the responsibility of the Board Secretary to prepare and distribute an "Information Packet for Prospective Board Members" to each resident filing to run for the office of Park Commissioner.

The packet shall include, but not be limited to:

1. Directions to access Park Board meeting minutes for past six months.
2. Current program brochure.
3. Statement of Candidacy form.
4. Loyalty Oath form.

5. Nominating Petition forms.
6. Statement of Economic Interests form.
7. Candidate Checklist.
8. Simultaneous Filing Lottery information.
9. Directions to access the State of Illinois Candidate's Guide.

If requested, the Board Secretary shall also arrange a date and time for the prospective candidates to meet with the Board President and Executive Director who will inform candidates of time commitment, benefits of the position, answer questions, provide an update of current projects and tour parks.

F. Election

Commissioners shall be elected biennially to take the place of those whose terms expire. Such elections shall take place at the election provided by the General Election law (10ILCS 5/1-1 et.seq).

G. New Commissioner

1) New Commissioner Packet

Newly elected Commissioners shall be provided with background material that is designed to assist them in their transition from community member to voting member of the Park Board. The packet shall include but not be limited to the following information:

- a) List of meeting dates.
- b) Park Commissioner Handbook.
- c) Board and staff member phone numbers.
- d) Any other information deemed necessary by the Secretary of the Board.

2) New Commissioner Orientation

The Executive Director and designated staff members shall conduct an orientation for each new Park Commissioner which is designed to familiarize the Commissioner with the operation

of the District from the perspective of both the staff and the Board. The orientation shall include but not be limited to:

- a) A tour of the parks and facilities.
- b) A meeting with the Executive Director to discuss:
 - 1. Board member responsibilities.
 - 2. Executive Director responsibilities.
 - 3. Administrative duties of the District.

H. Inauguration of Board Members

1) Newly Elected or Re-elected Commissioners

Newly elected or re-elected Commissioners shall be inaugurated at the first scheduled monthly Regular Board meeting. At this time, the “old” Board shall meet, conduct any unfinished business and then adjourn. The Secretary of the Board shall then administer the “Oath of Office” for the newly elected Commissioners and the new Board shall then reconvene the meeting.

2) Appointed Commissioners

Newly appointed Commissioners shall be inaugurated at the first Regular Board meeting following their appointment.

I. Vacancy

1) Declaring a Vacancy

A vacancy on the Board may be declared whenever any member (1) dies, (2) resigns, (3) becomes under legal disability, (4) ceases to be a legal voter in the District, (5) is convicted of any infamous crime, (6) refuses or neglects to take their oath of office, (7) for any other reason specified by law. (Code, Section 2-25)

2) Method of Filling Vacancies

Vacancies shall be filled by appointment by a majority of the remaining members of the Board. Any person so appointed shall hold their office until the next regular election at which time a qualified candidate shall be elected to fill the vacancy of the unexpired term. However, if the vacancy occurs with less than 28 months remaining in the term or with less than 88 days before the next regularly scheduled election, then the person appointed to fill the vacancy shall hold office until the expiration of the term for which he/she has been appointed, and no election to fill the vacancy shall be held. (Code, Section 2-25)

J. Commissioner Benefits

1) Compensation

Board members shall act as such without compensation.

2) Conferences and Seminars

Opportunities to attend and participate in professional conferences, conventions, workshops, seminars, and technical meetings shall be provided at District expense subject to budgetary provisions. Reimbursable expenses shall include registration fees, transportation, lodging, meal and other legitimate expenses.

3) Professional Associations

The District shall establish membership in and pay dues for Board members to the National Recreation and Park Association (N.R.P.A.) and the Illinois Association of Park Districts (I.A.P.D.) or any other professional association approved by the Board.

4) Community Relations Activities

The Board encourages its members to participate in a variety of community relations activities.

5) District Programs and Facilities

Current Board members are required to pay all usual and customary charges for revenue producing programs and facilities.

6) Use of District Vehicles and Equipment

Use of District vehicles, equipment, tools and supplies are to be for District business only and shall not be used for private or unauthorized purposes unless approved by the Board.

7) Indemnification

Board members shall be indemnified against all claims and actions and shall be insured against liability asserted against them because of their position as members of the Board.

1.3 Ethics and Conduct

A. Ethics Act

Commissioners must file a Statement of Economic Interest, pursuant to the Illinois Governmental Ethics Act, with the County Clerk of DuPage County (5 ILCS 420/4 A-101 et. seq.).

B. Legal Authority

The Board, as a whole, is the legal corporate authority of the District. As an individual, a Board member 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

Board members represent all of the residents of the District and should avoid representing special interest groups. Board members should also avoid making public promises or statements regarding their votes or position on an issue prior to an official meeting.

D. Board Decisions

Board members 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

Board members should accept and endorse majority decisions of the Board and align themselves with Board policies, goals and objectives.

F. Relationship to the Director

Board members shall honor and respect the delegation of authority and responsibility to the Executive Director. Board members shall work directly with the Director rather than staff and shall not participate in the day to day operations of the District. Requests for information concerning District operations and programs shall be directed to the Director. Suggestions for new policies shall be referred to the Director for study, appraisal and final recommendation. Complaints shall be turned over to the Director for investigation and disposition of his/her recommendation as to dispositions by the Board. Board members shall support approved actions of the administration.

1.4 Powers and Duties of the Board

The general corporate powers of the Board, as set forth in the code, include but are not limited to the following responsibilities:

A. Selection of Executive Director

To select and Executive Director as the Board's chief administrative and professional advisor and properly delegate to him/her the authority and responsibility to execute its policies, enforce its rules and regulations and administer the parks and recreation facilities,

programs and services to the District.

B. Planning

To plan future development of the District, consistent with the general philosophy of the Board and Director.

C. Policies

To study, develop and adopt policies that will satisfy the park and recreation needs of the District and to see that such policies are effectively administered.

D. Budget

To adopt an annual Budget in order to provide the best possible facilities, programs, and services to the public and to establish and enforce controls for the expenditure of funds within the limitations of the budget.

1. Approve all expenditures.

E. Tax Levy

To provide for the levy of taxes within statutory limits in order that funds may be available for the maintenance, improvement, development and operation of the recreation facilities, programs and services to the District.

F. Evaluation of Goals and Objectives

To appraise and evaluate the District's recreational programs, the physical conditions of the buildings and grounds, the efficiency of the personnel, and to establish goals and objectives for recreational programs, land development, capital expenditures, and operations.

1. Work with other agency committees to provide services to mutual communities in an efficient and cooperative manner.

2. Monitor the predetermined procedures, the staffs' effectiveness in following the policies and accomplishing the directives of the Board.
3. Evaluate the Director and the District annually.
4. Keep District residents informed of the state of the District and proposed developments.

G. Official Actions

To discharge the duties and responsibilities of the Board by official action as a Board of the Whole. When acting as such, members shall be considered to be officers with District Jurisdiction over the Execution of State and Federal statutes which directly govern or affect park districts.

H. Other Functions, Powers and Duties

To carry out all other functions, powers and duties described in the Park District Code under "Officers-Elections-Powers-and Duties."

1.5 Officers of the Board

The Board shall elect a President and Vice President from their members at the annual meeting of the Board. The terms of office shall be one year, or until their successors are elected, and shall become effective immediately following their election at the annual meeting. (Code Section 4-8).

A. President

The duties of the President shall include but not be limited to presiding at all meetings of the Board, and shall call special meetings thereof of his/her own motion or on request of two or more members, and in case of a special meeting shall cause a notice to be given to all members as provided by the rule of said Board. The President shall have the right to vote upon all questions coming

before the Board and shall be a member thereof. (Code Section 4-9)

B. Vice President

During the absence of the President, it shall be the duty of the Vice President to preside at meetings of the Board and to perform such duties as they pertain to the office of President.

1.6 Appointed Personnel of the Board

The Board shall appoint a Secretary, Assistant Secretary, Executive Director, Legal Counsel, Auditor, Treasurer, Assistant Treasurer and Depository. The Secretary and Treasurer need not be members of the Board, in which case the Board may fix their compensation; and both offices may be held by the same person.

A. Secretary and Assistant Secretary

The duties of the Secretary shall include but not be limited to being present at meetings of the Board, preparing the agenda for all Regular and Committee meetings and submitting it to the Board in advance of the meeting, keeping accurate records of all official proceedings of the Board, preparing and publishing such reports as are required by law and pertain to the office, administering oaths and affirmations, maintaining a correct and up-to-date copy of the District's policy manuals, keeping of the corporate seal of the District, causing to be published all ordinances required to be published by statute, giving notice of all regular and special meetings of the Board in the manner provided by law, serve as the local election official supervising elections and referenda within the District, and performing such other duties as usually pertain to the office, as required by law, or may be delegated by the Board. The Board may require the Secretary to be bonded in an amount the Board deems appropriate. In the event of the Secretary's absence, the Assistant Secretary will perform such duties as they pertain to the office of

Secretary.

B. Executive Director

The Director shall be 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 Director sufficient authority and responsibility to execute the Board's policies and establish standard operating procedures based on those policies, enforce established rule and regulations, and administer the daily operations of the parks, recreation programs, facilities, and services of the District for the benefit of the public. The Director may delegate his authority but shall nevertheless be responsible to the Board. The Board shall perform an annual written evaluation of the Director or more often as may be deemed necessary.

C. Legal Counsel

The Legal Counsel shall be the advisor to the Board and for the District in all legal matters, and shall be in charge of the prosecution and defense of all litigation in which the District is interested. The duties of the Legal Counsel shall include but not be limited to drafting or reviewing ordinances, resolutions and agreements and other instruments required by the Board, giving opinions on all questions referred to him/her by the Board, and performing such other legal duties as are required by the Board. The Board shall annually review the compensation and working agreements of the Legal Counsel.

D. Auditor

The Auditor shall audit the Park District's financial records in accordance with the laws of the State of Illinois and generally accepted auditing practices. As a matter of practice the Board shall review the Audit firm annually.

E. Treasurer and Assistant Treasurer

The Treasurer shall report to the Board monthly all receipts, disbursements and submit such financial statements and detailed information as may be required by the Board and the Treasurer shall review investment of Park District funds. The Board may require the Treasurer to be bonded in an amount the Board deems appropriate. In the event of the Treasurer's absence, the Assistant Treasurer will perform such duties as they pertain to the office of Treasurer.

F. Depository

The District may designate one or more banks or savings and loan associations in which District funds may be deposited. The designated bank or savings and loan association must comply with the applicable state laws regarding the handling of public funds.

1.7 Committees of the Board

A. Special Committees

1) Board Committees

The President of the Board may, from time to time, appoint, by and with the consent of the Board, special short-term Board committees as the need arises.

2) Citizen Advisory Committees

The President of the Board may, from time to time, appoint, by and with the consent of the Board, special committees from District residents for the purpose of studying specific problems of the District, and affording help and assistance in the District's major undertakings.

B. Meetings of Committees

All meetings of Committees are subject to the rules and regulations set forth in the Open Meetings Act (5 ILCS 120/1 et. seq.) and shall be

scheduled, conducted and recorded accordingly.

1.8 Board Meetings

A. Open Meetings Act

All official meetings of the Board are subject to the rules and regulations set forth in the Open Meetings Act (5 ILCS 120/1 et. seq.) and shall be scheduled, conducted, and recorded accordingly. The Park District recognizes that whenever a majority of a quorum of a public body gathers to discuss public business, the Open Meetings Act applies. The Park District recognizes that this same principle applies whether members of a public body are physically present or communicating through telephone conference call or through electronic mail (email). Members of the Park District's public bodies will only use telephone conference calls and email to disseminate information and not to discuss public business. Such telephone calls and emails should not be used by members to weigh, examine, discuss or consider a matter now before the public body or a matter that is reasonably likely to come before it in the future. Telephone conference calls and email will not be used for debating, deliberating, advocating, consensus building or deciding any issue by a majority of a quorum in violation of the Open Meetings Act.

B. Annual Meeting

The annual meeting of the Board shall be held on the second Tuesday of May in each year at 6:30 p.m. This shall be the organizational meeting of the Board where the President, Vice President shall be elected, and the Secretary, Assistant Secretary, Executive Director, Legal Counsel, Auditor, Treasurer, Assistant Treasurer and Depository shall be appointed. Other business may be transacted at this meeting.

C. Regular Meetings

Regular meetings of the Board shall be held on the second Tuesday of each month at 6:30 p.m. If the designated meeting falls on a holiday, the date may be changed by the Board.

D. Special Meeting

Special meetings of the Board may be called by the President on his/her own motion or on request of two or more Board members. Notice of any such Special meetings shall be given as required by the Open Meetings Act (5 ILCS 120/1 et. seq.).

E. Committee of the Whole Meetings

The Committee of the Whole will meet on the first Tuesday of the month at 6:30 p.m. At this meeting the Board will review recommendations made on policy matters pertaining to the following functions of the District: Administrative, including District administration, finance, personnel and public relations; Parks, including maintenance and park planning, Recreation and Revenue Facilities. The meeting format is to encourage informal discussion of the business of the West Chicago Park District.

F. Place of Meeting

All Board meetings shall be held at the West Chicago Park District Administrative Offices, 157 West Washington Street, West Chicago, Illinois. However, the Board may, from time to time, change the location of any such meeting.

G. Public Meetings

1) Open Meetings

All meetings of the Board shall be open meetings and shall be held in accordance with the Open Meetings Act (5 ILCS 120/1 et. seq.).

2) Executive Session Meetings

The Board may hold a meeting closed to the public or close a portion of a meeting to the public for reasons which include but are not limited to discussion of personnel, and acquisition, litigation, collective negotiating or Board appointed committee appointment. Any such closed meeting shall be held in accordance with the Open Meetings Act (5 ILCS 120/1 et. seq.). No final action on any Board matter may be taken at a closed meeting.

H. Schedule and Notice of Meetings

The schedule and public notice of all regular, rescheduled, or reconvened Board meetings for each calendar year shall be made available in accordance with the Open Meetings Act (5 ILCS 120/1 et. seq.).

I. Quorum

A majority of the members of the Board shall constitute a quorum for each Board meeting and for the transaction of business.

J. Agenda

The agenda for each Board meeting shall be co-determined by the President and the Executive Director. The agenda and board meeting packet will be provided to the Board at least four (4) days prior to the meeting. The agenda will be the following:

1. Call to Order.
2. Roll Call.
3. Pledge of Allegiance.
4. Presidents Comments.
5. Public Participation.
6. Approval of Consent Agenda.
7. Administrative Reports.

8. Old Business.
9. New Business.
10. Executive (Closed) Session (when called).
11. Consideration of items discussed in Executive Session.
12. Adjournment.

K. Public Participation

The public shall be invited to participate in Board meetings during the “Public Participation” portion of the agenda.

L. Discussion

All discussion before the Board shall be with the entire Board and in a voice audible throughout the meeting room. The President shall limit the discussion to matters pending before the Board and may suggest time limitations on discussion.

M. Voting

A majority of the quorum present at each Board meeting shall be required for the passage of all motions. All ayes and nays will be recorded upon the passage of all ordinances and upon the proposition to, a) Create any legal liability; and b) for the expenditure or appropriation of money; and c) at the request of any Commissioner. The results of all votes will be recorded in the meeting minutes. The act of a majority of Commissioners present at the meeting at which a quorum is present will constitute an act of the Board. However, if statute should set different requirements on the voting of any matter, the vote required by the statute will prevail.

N. Minutes of Meetings

The Secretary of the Board shall keep written minutes of all Board meetings as specified by the Open Meetings Act. The unofficial minutes of the preceding month’s Board meetings shall be approved

by the Board at the Regular Meeting of the succeeding month and signed by the Secretary of the Board after any corrections are made. Approved minutes of all Board meetings shall be made available to the public as specified by the Open Meetings Act (5 ILCS 120/1 et. seq.) and the Freedom of Information Act (5 ILCS 140/1 et. seq.).

O. Executive Session Minutes

Minutes of Executive Session Meetings shall be reviewed by the Board semi-annually to determine whether it is appropriate to release these minutes to the public (5 ILCS 120/2.06).

P. Rules of Order

Roberts Rules of Order shall govern in all questions of procedures not herein otherwise provided.

Q. Corporate Seal

The Corporate Seal of the District shall be circular in form with words “WEST CHICAGO PARK DISTRICT, DUPAGE COUNTY, ILLINOIS” between concentric rings upon the margin, and the word “SEAL” within the inner circle.

R. Suspension of Rules

To suspend a rule or to change the order of business, a majority of the members of the Board present at that meeting shall be required.

S. Attendance by Electronic Means

Prior to the conducting of business, the President of the Board or appointed designee shall require a roll call to determine which Park Commissioners are physically in attendance. The Board Secretary shall take note of each Commissioner’s presence and note their physical presence at the meeting for the minutes of the meeting.

Provided a quorum of the Board of Park Commissioners is physically present at the location indicated in the notice of meeting, and the quorum is noted as provided in the above paragraph, any Park Commissioner may attend by telephone or video conference or any other contemporaneous method approved by the physically present quorum of Park Commissioners, provided such attendance is requested as a result of

1. Personal illness or disability.
2. Employment purposes or the business of the public body.
3. Family or other emergency.

Any Commissioner desiring to attend a Regular Meeting of the Board of Park Commissioners by telephone or video conference or other contemporaneous, electronic method (“remote attendance”) shall inform the Board Secretary and President of the Board of his or her desire for remote attendance and the reason for the request as soon as practicable, but in no case later than sixty (60) minutes prior to the scheduled start of the meeting.

Those Commissioners physically present at the meeting, upon a motion duly made and seconded, shall vote to determine whether to allow electronic participation immediately following taking of the roll call.

If a quorum of Commissioners is physically present at the meeting place as indicated in the meeting notice and the purpose for the request is found to be in compliance with this policy, as determined by a majority vote of those Board members physically present, the President or appointed designee shall instruct the Board Secretary to connect the Commissioner desiring to attend by remote attendance to the meeting. The Board Secretary shall then add said

Commissioner to the list of those in attendance and shall also indicate the method of attendance.

Any Commissioner in remote attendance shall be considered physically present for all purposes.