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# Board of Commissioners General Practices Policy Manual

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Board Approved  
November 11, 2009

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Updated 07/06/11; 03/14/14; 04/01/14;  
11/11/15; 12/14/16; 08/09/17, 12/13/17,  
12/12/18

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**PLAINFIELD TOWNSHIP PARK DISTRICT  
BOARD OF COMMISSIONERS GENERAL PRACTICES  
POLICY MANUAL  
TABLE OF CONTENTS**

**TABLE OF CONTENTS**

**SECTION 1.00 - PURPOSE OF THE MANUAL ..... 4**

1.01 PURPOSE..... 4

1.02 POLICY..... 5

1.03 PROCEDURE ..... 6

1.04 REGULATION..... 7

1.05 REVIEW..... 8

**SECTION 2.00 - STATEMENT OF MISSION, VISION, AND VALUES ..... 9**

**SECTION 3.00 - BOARD RESPONSIBILITIES AND GUIDELINES .....10**

3.01 GENERAL INFORMATION ON ILLINOIS PARK DISTRICTS .....10

3.02 BOARD OF COMMISSIONERS: TERMS OF OFFICE .....11

3.03 NO COMPENSATION .....12

3.04 BOARD AUTHORITY PURSUANT TO STATE LAW .....13

3.05 ACTIONS TAKEN IN REPRESENTATIVE CAPACITY.....14

3.06 COLLECTIVE DECISION MAKING .....15

3.07 POLICYMAKING IS PRIMARY ROLE .....16

3.08 FORMULATION OF POLICIES, RULES AND REGULATIONS.....17

3.09 BOARD RETREAT AND GOAL-SETTING .....18

3.10 EXECUTIVE DIRECTOR IS PRIMARY BOARD RESOURCE.....19

3.11 ETHICS AND CONDUCT .....20

3.12 POLITICAL ADVOCACY .....21

3.13 MEDIA RELATIONS.....22

3.14 FISCAL RESPONSIBILITIES .....23

3.15 COMPREHENSIVE MASTER PLAN .....24

3.16 INTERGOVERNMENTAL AND CIVIC COOPERATION.....25

3.17 BOARD COMMITTEES, TASK FORCES .....26

3.18 RECRUITING AND TRAINING.....27

3.19 NEW BOARD MEMBER ORIENTATION.....28

3.20 NEPOTISM POLICY .....29

3.21 VACANCIES IN OFFICE .....30

3.22 CODE OF CONDUCT .....31

3.23 ENFORCEMENT.....33

<b>SECTION 4.00 - BOARD OFFICERS .....</b>	<b>34</b>
4.01 PRESIDENT.....	34
4.02 VICE-PRESIDENT .....	35
4.03 SECRETARY .....	36
4.04 TREASURER .....	37
4.05 ATTORNEY.....	38
4.06 SUCCESSION.....	39
<b>SECTION 5.00 - BOARD MEETINGS.....</b>	<b>40</b>
5.01 REGULAR MONTHLY BOARD MEETINGS.....	40
5.02 SPECIAL MEETINGS.....	41
5.03 ANNUAL MEETING .....	42
5.04 MEETING ATTENDANCE .....	43
5.05 ELECTRONIC MEETING ATTENDANCE .....	44
5.06 PREPARATION OF MEETING AGENDAS .....	45
5.07 EXECUTIVE DIRECTOR'S ATTENDANCE AT MEETINGS.....	46
5.08 QUORUM.....	47
5.09 VOTING .....	48
5.10 ROBERT'S RULES OF ORDER.....	49
5.11 OPEN MEETINGS .....	50
5.12 EXECUTIVE SESSION PROCEDURES .....	51
5.13 EXECUTIVE SESSIONS.....	53
5.14 EFFECTIVE MEETINGS .....	54
5.15 PUBLIC COMMENT .....	55
5.16 EFFECTIVE COMMUNICATIONS.....	56
5.17 ELECTRONIC COMMUNICATIONS .....	57
<b>SECTION 6.00 -- BOARD COMMITTEES .....</b>	<b>58</b>
6.01 BOARD AUTHORITY TO ESTABLISH COMMITTEES .....	58
6.02 APPOINTMENTS .....	59
6.03 STANDING COMMITTEES ROLE.....	60
6.04 FINANCE AND LIABILITY .....	61
6.05 CAPITAL AND DEVELOPMENT .....	62
6.06 PERSONNEL AND POLICY.....	63
6.07 RECREATION AND MARKETING .....	64
6.08 GOVERNANCE AND ACCOUNTABILITY.....	65

<b>SECTION 7.00 - PERSONNEL POLICIES .....</b>	<b>66</b>
7.01 BOARD RESPONSIBILITY TO ESTABLISH PERSONNEL POLICIES .....	66
7.02 EMPLOYMENT OF EXECUTIVE DIRECTOR .....	67
7.03 EXECUTIVE DIRECTOR RESPONSIBILITIES .....	68
7.04 QUALIFIED EMPLOYEES .....	70
7.05 EMPLOYEE COMMUNICATION .....	71
<b>SECTION 8.00 - FISCAL RESPONSIBILITIES .....</b>	<b>72</b>
8.01 GENERAL .....	72
8.02 FISCAL YEAR .....	73
8.03 ANNUAL BUDGET AND APPROPRIATION ORDINANCE .....	74
8.04 ANNUAL TAX LEVY .....	75
8.05 ANNUAL AUDIT .....	76
8.06 FEES AND CHARGES/COMPREHENSIVE REVENUE .....	77
8.07 DEBT SERVICE PRINCIPLES AND PROCEDURES .....	78
8.08 BOND SALES .....	79
8.09 GRANTS .....	80
8.10 COMPETITIVE BIDDING .....	81
8.11 PROCUREMENT CARDS .....	83
<b>SECTION 9.00 - DISTRICT PROPERTY .....</b>	<b>84</b>
9.01 TOURS OF FACILITIES .....	84
9.02 LAND ACQUISITION .....	85
9.03 LEASES .....	86
<b>SECTION 10.00 - ADDITIONAL MATTERS .....</b>	<b>87</b>
10.01 BOARD EDUCATION TRAINING .....	87
10.02 MEMBERSHIP IN IAPD AND NRPA .....	88
10.03 BOARD SELF-EVALUATION .....	89
10.04 ANNUAL CALENDAR OF ACTIONS AND ACTIVITIES .....	90
10.05 USE OF EXPERT CONSULTANTS .....	91
10.06 ACCEPTANCE OF DONATIONS .....	92
10.07 USE OF DISTRICT LETTERHEAD .....	93
10.08 RECOGNITION OF OUTGOING BOARD MEMBERS .....	94
<b>APPENDIX .....</b>	<b>95</b>

## **SECTION 1.00 - PURPOSE OF THE MANUAL**

### **1.01 PURPOSE**

This General Practices Policy Manual (“Manual”), adopted by the Board of Commissioners of the Plainfield Township Park District (the “District”), sets forth many basic policies and tenets to direct the Board of Commissioners (the “Board”) as it governs the District. This Manual is not intended to be comprehensive in nature; the Board maintains policies, rules, regulations, and guidelines in addition to those set forth in this Manual. Nor is this Manual intended to be rigid and binding on all matters addressed in it. Rather, the provisions of this Manual are a manifestation of the Board’s desire to establish basic standards for appropriate decision-making, protocol, and conduct in the service of the residents of the District. Through the use of this Manual, the Board hopes to ensure good, honest, and accountable representation of its constituents.

## 1.02 POLICY

A policy is any plan or course of action reflecting the aims to be achieved by the District officially approved by the Board.

Policies provide guidelines for the operation of the District and gives direction to the Executive Director and staff in the discharge of their duties.

A policy must be formulated and approved by the Board.

Policy statements can take the form of guidelines for the discretionary action of those to whom it delegates authority.

These guidelines for discretionary action shall constitute the policies governing the operation of the District. The formal adoption of policies shall be recorded in the minutes of the meetings of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

All adopted and recorded policies will be placed in the appropriate Manual.

All other than non-routine changes require approval by the Board.

Where necessary in the context of these policies, words in the masculine gender shall include the feminine and neuter genders and words in the singular number shall include the plural number. The descriptive headings of the various sections or parts of these policies are for convenience only. They shall not affect the meaning or construction or be used to interpret these policies or any of its provisions.

The definition of Policy is also located in the Administrative Policy Manual, Introduction.

### 1.03 PROCEDURE

A procedure is any plan or course of action formulated, developed and implemented by the District to facilitate day-to-day operations within the respective policy guidelines. Procedures guide staff in providing safe, efficient and enjoyable recreational experiences for the public by detailing the specific course of action to be taken within the general framework of the policy. They may be District-wide or specific to a department or facility.

The Executive Director shall have the responsibility of specifying the action required and designing the detailed arrangements under which the District operates, consistent with the Board policies, the Executive Director's job description, and applicable law and agreements. These detailed arrangements and specific action shall constitute the procedures that govern the day-to-day operations of the District.

Procedures do not require Board approval.

The Executive Director is responsible for creating and updating, or causing to be created, an agency Administrative Procedures Manual, which will serve as staff's implementation tool required to operate the District according to Board approved policies.

The definition of Procedure is also located in the Administrative Policy Manual, Introduction.

#### 1.04 REGULATION

A rule designed to control the conduct of those to whom it applies. Regulations can apply to patrons, visitors, and staff.

The definition of Regulation is also located in the Administrative Policy Manual, Introduction.

## 1.05 REVIEW

The Board will conduct a review of the Manual at the meeting after the reorganizational meeting to ensure consistency with applicable law and the practices of the Board. This Manual may be revised in writing by a majority vote of the Board.

Any policy that is developed or amended shall automatically be added or amended to the contents of this Manual upon approval of the Board.

## DISCLAIMER

*Should conflict arise between what is stated in this Manual and federal, state, county or local statutes, the provisions of those statutes take precedence. Should any conflict arise between any provision of this Manual and any federal, state, county or local statute, constitution, regulation, code, rule or ordinance, the provision of the federal, state, county or local enactment shall govern and control.*

## **SECTION 2.00 - STATEMENT OF MISSION, VISION, AND VALUES**

### **OUR MISSION**

The Plainfield Park District seeks to enhance lives through quality recreation opportunities.

### **OUR VISION**

We aspire to be innovative in administration, recreation and preservation.

### **OUR VALUES**

Our Values center on:

- **Community**
  - A commitment to working together in partnerships for betterment of the community
  - Development of an understanding of the recreational needs of the community
  - Effective communication across useful avenues to reach the community
- **Fiscal Responsibility**
  - Wise spending practices
  - Strategic budgeting process
  - An understanding of local economy
- **Stewardship of Natural Resources**
  - The preservation of open space
  - The development of parks in a respectful manner
  - A commitment to green and sustainable approaches
- **Health & Wellness**
  - Promotion of a lifestyle of fitness for different segments of the community
  - Provide programs that fulfill the needs and desires of a healthy community
  - Ensure recreational opportunities for healthy living with wellness partnerships

## **SECTION 3.00 - BOARD RESPONSIBILITIES AND GUIDELINES**

### **3.01 GENERAL INFORMATION ON ILLINOIS PARK DISTRICTS**

Park Districts are special governmental entities which are designed to tax and use public dollars to assist individuals and families' health, recreation and enjoyment of open space.

Park Districts are governed by a board of five members, unless by referendum of Board resolution the number is increased to seven (70 ILCS 1205/2-10; 70 ILCS 1205/2-10a). The members serve for six-year terms, unless by board resolution or referendum the term is reduced to four years (70 ILCS 1205/2-12; 70 ILCS 1205/2-12a). Board members shall take office after being elected and qualified. (70 ILCS 1205/2-12). In order to be qualified for office, the member must take an oath of office. The member is entitled to serve until his or her successor is elected and qualified.

The Park District Code gives a district the right to (1) adopt a corporate seal, (2) change its name, (3) pass ordinances and regulations needed for proper management and conduct of business; (4) secure grants and loans from the United States, (5) make contracts exceeding one year, but not exceeding three years for hiring certain employees or retaining professional consultants or data processing services, (6) enter into installment contracts not to exceed 20 years, and (7) join the Illinois Association of Park Districts "IAPD" and park, playground and recreation commissions. (70 ILCS 1205/8-1; 70 ILCS 1205/8-17; 70 ILCS 1205/11.1-9) Other powers are spread out throughout the Park Code.

### 3.02 BOARD OF COMMISSIONERS: TERMS OF OFFICE

The District is governed Board comprised of seven elected members, each of whom serves a six-year term. The Board believes that a seven-member Board is appropriate for the size of the District and that a term of service to the District of six years is in the best interests of the District.

### 3.03 NO COMPENSATION

The members of the Board shall serve without salary or other compensation except reimbursement of expenses as provided in this Manual.

#### 3.04 BOARD AUTHORITY PURSUANT TO STATE LAW

The Board functions under the authority of the Illinois Park District Code, 65, ILCS 1205/1-1 et seq. and within the framework of applicable State of Illinois and federal laws.

### 3.05 ACTIONS TAKEN IN REPRESENTATIVE CAPACITY

Board members, collectively and individually, act as representatives of the residents of the District in maintaining and promoting the District's parks, other facilities, and programs. Through careful evaluation of needs, resources, and other factors, Board members shall make decisions which they determine will best serve the community as a whole.

### 3.06 COLLECTIVE DECISION MAKING

In the discharge of their duties, Board members act collectively as a Board and not as individuals. Board members always should abide by the majority vote of the Board and support the determination of that majority. Also, an individual Board member should not speak for the Board unless authorized to do so by the Board. It would be improper and ill-advised for an individual Board member to make a public pronouncement or engage in conjecture about a Board matter that has not yet been decided, an action of the Board or any matter that has been discussed in an executive session of the Board.

For procedures for all Media Relations, see Section 3.13 of the Board of Commissioners General Practices Policy Manual.

### 3.07 POLICYMAKING IS PRIMARY ROLE

The Board concerns itself primarily with questions of policy rather than with administrative matters or day to day operations. The District's Executive Director is charged with the administrative responsibility to implement the Board's policies and perform day to day operations.

### 3.08 FORMULATION OF POLICIES, RULES AND REGULATIONS

The Board shall enact and maintain appropriate policies related to the operations of the District and the District's facilities. Consideration to adopt a new policy or to amend an existing policy may be initiated by any Board member or by the Executive Director at any time. A written draft of the new policy or proposed change in the old policy must be submitted to the Board President prior to inclusion on the Board meeting agenda. Any changes or additions to policies must be approved by the Board at a regular meeting.

### 3.09 BOARD RETREAT AND GOAL-SETTING

The Board recognizes that it is important to evaluate itself and establish goals for the Board from time to time. The Board shall conduct an annual retreat at which the Board shall undertake a self-evaluation and formulate goals for itself. All Board members are required to attend.

### 3.10 EXECUTIVE DIRECTOR IS PRIMARY BOARD RESOURCE

Board members should respect the Board's commitment to implement its policies through the Executive Director and to rely on the Executive Director to handle the administrative functions of the District. Board members should request desired information from the Executive Director rather than from employees of the District. Board members also should refer inquiries, information, complaints, and other communications made to them by residents about District matters to the Executive Director. Board members also should support the actions of the Executive Director when those actions have been directed, ratified, or otherwise supported by the Board.

### 3.11 ETHICS AND CONDUCT

Because each action taken by a Board member in the course of their duties should be motivated by the District's best interests, a Board member should be free of undue outside influences and of self-interest. A Board member should advise the Executive Director of all memberships and financial interests that a Board member has in companies or organizations that are doing business with the District. Board members will educate themselves about, and comply with, all other federal, state and local laws, regulations, and ordinances applicable to the conduct of the Park District's elected officials. Additionally, Board members must:

- On a yearly basis, file a Statement of Economic Interests with the County Clerk of Will County and the County Clerk of Kendall County.
- Complete the online Freedom of Information Act and Open Meetings Act training required by the Attorney General on its website.
- Represent all the residents of the District and avoid partisanship based on special interests.
- Respect the confidentiality appropriate to issues of a sensitive nature.
- When the Board must decide upon an issue about which a Board Member may have an unavoidable conflict of interest, that Board Member must disclose the interest, and recuse themselves from all discussion, deliberation and vote taking about the issue, as required by applicable state and federal law.
- Comply with State Officials and Employees Act (5 ILCS 430/1-1, *et seq.*).

### 3.12 POLITICAL ADVOCACY

Many of the activities of the District are funded with money from County, State and federal agencies. In addition, many of the activities of the District are affected by the laws of the County, State, and federal agencies. For that reason, it is useful that the Board stay informed about pending legislation that is of interest to the District. When appropriate, the Board shall encourage its members to contact County, State, and federal elected representatives to advocate the best interests of the District.

### 3.13 MEDIA RELATIONS

The designated spokespersons for the District are the Board President and the Executive Director. Requests by the media for comments should be referred to those representatives. Under some circumstances it may be appropriate for a Board member other than the President to speak to a media representative about a matter with which that Board member has particular experience or expertise, at the consensus of the Board. It is never appropriate, however, for a Board member to speak to a media representative without first knowing all of the facts and circumstances about the matter of inquiry. If a Board member speaks for themselves, then that Board member first should be fully informed about the matter at hand and should clearly state that their comments are being made as a private resident and not as a representative of the District. Even then, a Board member should remember that comments made as a private resident are likely to be attributed to the District. This includes letters to the editor, blogs, and other electronic social networking sites.

See “ROLE OF BOARD MEMBERS AND ELECTED OFFICIALS” located in the Risk Management and Wellness Policy and Procedure Manual, Addendum D “Crisis Management and Emergency Response Plan” for additional information regarding Media Relations.

Section 2.06 – Role of Board Members and Elected Officials is addressed in the Risk Management Policy and Procedures Manual Role of Board Members and Elected Officials. Section 2.06 is listed below. A complete copy of Section 2.00 Crisis Management is included as an Appendix to the Board of Commissioners General Practices Policy Manual.

#### 2.06 ROLE OF BOARD MEMBERS AND ELECTED OFFICIALS

Board members and elected officials will understandably be concerned during a crisis. Often, they will feel the need and obligation to speak to the media and third parties. It is crucial that all Board members and elected officials recognize their respective roles in the event of a crisis. It is recommended that Board members and elected officials refrain from making any statements to the news media or any third party without prior approval of the Board President or Executive Director. Despite their good intent, board members and officials may inadvertently compromise the District’s ability to minimize potential exposure. Board members and officials must understand and appreciate that any statements made to the news media and other third parties should only come through a designated spokesperson. A designated representative of the Board (or elected official) should be part of the Crisis Team. Should the Board President or Executive Director approve any Board member or official speaking with the media or other third party, that board member/official should be prepared in advance, no different than the agency spokesperson.

### 3.14 FISCAL RESPONSIBILITIES

The Board shall establish a budget, appropriate funds, and levy taxes annually for the various operations of the District, in accordance with State law. See Section 8 of this Manual related to fiscal responsibilities.

### 3.15 COMPREHENSIVE MASTER PLAN

The Board shall provide for the planning, improvement, financing, construction, and maintenance of the parks and other facilities, equipment, and property of the District. Among other things, the Board shall undertake the following:

- a) Master Plans. The Board shall maintain a master plan that includes provisions for each of the District's parks and other key facilities. The Board shall endeavor to keep the master plan current and shall undertake a thorough review of the master plan at least as often as every five years.
- b) Capital Projects Plan. The Board shall maintain a 5-Year Capital Projects Plan that forecasts the District's capital projects needs. The Plan should include provisions related to proposed capital improvements; park and facility maintenance and repairs; equipment replacement, maintenance, and repairs; vehicle needs; estimated costs; potential funding sources; and similar matters. The Plan should be reviewed not less often than biennially.

### 3.16 INTERGOVERNMENTAL AND CIVIC COOPERATION

The Board encourages cooperation with other agencies in the community, including governmental, public, private, and voluntary organizations that enhance the services provided to District and act consistently with the best interests and well-being of the District. The Board has created many beneficial relationships with organizations that undertake activities consistent of the District. The Board supports the following policies:

- a) Promotion of Cooperation. The Board encourages Board members and the Executive Director to promote intergovernmental and civic cooperation through appropriate relationships between District officials and staff and the officials and staff of other agencies.
- b) Relationship with Particular Groups; Liaisons. The Board desires to maintain its valuable relationships with various civic groups and Boards. Board members may be appointed to serve as liaisons between the District and some of these organizations by the President.
- c) School District 202. The Board encourages cooperation between the District and Plainfield Community Consolidated School District 202 in the development and use of facilities and equipment, when such cooperation results in efficient and effective programming that is beneficial to the District, the school district, and residents. Such cooperation may be memorialized in letters of agreement between the District and school district.
- d) Special Recreation. The Board is committed to helping provide for the recreation needs of special populations within the District. In furtherance of that commitment, the District shall remain an active member of a Special Recreation Department or Association.
- e) Council of Governments. The Executive Director, or his designee, and at least one Board member should attend meetings of other local governments when items affecting the District are discussed.

### 3.17 BOARD COMMITTEES, TASK FORCES

Currently there are five standing committees of the Board. See Section 6 of this Manual regarding the standing committees and other committees and task forces of the Board.

### 3.18 RECRUITING AND TRAINING

The Board recognizes that, as good leaders, the members of the Board should be actively involved in seeking out qualified residents of the District to run for a position on the Board. In addition, Board members should take an active role training newly elected Board members. Staff should share and prepare an information packet containing essential information to be available to perspective candidates. Additionally, at least one informational session with the Executive Director must take place.

### 3.19 NEW BOARD MEMBER ORIENTATION

The Board shall assist with the orientation of new Board members by:

- a) Providing assistance to the Executive Director with preparation of written materials, which shall include, among other materials, the following:
  - 1) Board of Commissioners General Practices Policy Manual
  - 2) New Board Member Orientation Manual
  - 3) The Illinois Park District Code.
  - 4) Get on Board – Essential Wisdom for Board Members and Executives
  - 5) IAPD's Guide to Illinois Sunshine Laws
  - 6) Illinois Park District Financial Procedures
  - 7) The District Employee Handbook
  - 8) The District's Labor Contract
  - 9) The Park District Ordinance governing the use of park facilities.
- b) Arranging the opportunity for new Board members to attend the IAPD new Board Member orientation.
- c) Providing a tour of the District's parks and other facilities.
- d) Arranging meetings with the Board President, the Executive Director, the Department Directors, and other staff as determined by the Executive Director, for the purpose of explaining the District's organizational structure and the planning, financial, and budget procedures of the Board.

### 3.20 NEPOTISM POLICY

It is the policy of the District not to employ part-time, full-time, seasonal, or contractual services that is a relative of a Board Member. Relative is defined as a spouse, child, parent, sibling, grandparent, grandchild, great-grandchild, aunt, uncle, and first cousin (including all corresponding in-law, foster, adoptive, half and step relations) or any member of the Board Member's household.

Park Board Members who marry while holding office or become part of the same household are treated in accordance with these guidelines.

The exception to this policy is for current employees grandfathered as of the adoption of this November 2015 policy revision, through the duration of their current employment.

### 3.21 VACANCIES IN OFFICE

The Board shall declare vacant the office of any Board Member who dies, resigns, or ceases to be a resident within the District, or otherwise is rendered by law as unqualified to serve as a Board Member or removed by the Board as set forth in Section 5.4 of the Manual. A vacancy shall be filled by appointment of the Board President with the consent of the Board. Applications for appointment shall be solicited by the Board directly and by advertisement in a local newspaper of general circulation. The appointed Board Member shall serve until his or her replacement has been elected and qualified for office in the manner provided by law.

### 3.22 CODE OF CONDUCT

The success of our District depends greatly on how well the Board member understands her/his role and how effectively she/he addresses her/his responsibilities. Board members of the District are expected to be of high moral and ethical character and work together as a team to serve the community.

*With regard to fellow Board members:*

- Prepare for and attend all Board and committee deliberations.
- Actively participate in all Board and committee meetings.
- Conduct board business only at legally called board meetings
- Understand and follow all provisions of the Illinois Open Meetings Act.
- Openly raise questions and express thoughtful opinions about the issues and concerns brought before the Board.
- Be open and honest about issues and problems.
- Recognize that an individual 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.
- Follow the organizational chain of command.
- Disclose where a conflict of interest (real or perceived) may exist with regard to certain issues which the Board is discussing and recuse oneself from all discussion, deliberation and vote taking about the issue as required by applicable federal and state law.
- Honor and respect the confidentiality of executive sessions and information shared in confidence.
- Avoid public promises or statements regarding a vote or position on an issue prior to a public meeting.
- Be accountable for personal and professional development.
- Participate in Board development opportunities.
- Respect and honor the reputation of all Board members in the same way they would respect and honor your reputation.
- Make no disparaging comments about your fellow Board members either in or out of meetings
- Publicly support the majority decision of the Board
- If unable to meet obligations as a Board Member, offer one's resignation.
- Focus on issues and not personalities. Board Members will conduct themselves with courtesy toward each other, the staff and the public during Board meetings.
- A Board Member should never attack a fellow Board Member's belief, ideas or personality and respect the dignity, values and opinions of each Board Member, the Executive Director, the staff, and the public. Everyone is encouraged to share his or her opinions and be to be mindful to speak to others as you would like to be spoken to.

*With regard to the Executive Director:*

- Understand and respect the separation of Board responsibilities and functions from those of the Executive Director and staff.
- Hold accountable for the execution/implementation of policy and plans.
- Treat with respect for professional expertise.

- Be unwilling to tolerate staff requests for information and support that have not been cleared with the Executive Director.
- Inform him/her of all complaints received from residents regarding the operations of the District.
- Build and sustain positive communications and work relationships.
- Provide thoughtful, professional annual performance evaluations.

*With regard to District Staff:*

- Establish sound personnel policies and procedures.
- Treat with courtesy.
- Treat with respect for professional expertise.
- Meet agreed upon deadlines and provide notification if deadlines cannot be met.
- Be willing to acquire and retain organizational knowledge.
- Learn and retain various facts about the community we serve.
- Respect the chain of command.
- Be sensitive to staff's organizational challenges
- Refrain from making special requests of the staff. All requests and/or communication should be made to the Executive Director.

*With regard to Residents:*

- Be available and responsive.
- Design and experiment with innovative ways to be informed and aware of residents concerns and questions.
- Serve in advocacy and educative role on current and future issues impacting the District.
- Attempt to appraise fairly both the present and future needs of the community.
- Do not permit "public comment" in meetings to sidetrack meeting agenda or ignore reasonable time limits for Board meetings.
- Continually seek ways in which outstanding service to customer is recognized and supported
- Insist that business transactions of the District be ethical, open and prescribe to Illinois State Law.
- Represent all the residents of the District and remain politically nonpartisan on issues impacting the District.

*With regard to Other Community Organizations and Elected Officials:*

- Seek to establish, build and sustain communication around issues of mutual concern
- Seek out and listen with respect to criticism and comments about the philosophy and operations of the District.
- Provide thoughtful, prompt responses to their inquiries and concerns.

### 3.23 ENFORCEMENT

Any Board Member who believes that a provision of the Manual has been violated may notify the Board President of the alleged violation. Any Board Member who is the subject of an alleged violation of the Manual may submit a statement in response to the allegation. The Governance and Accountability Committee (See Section 6 Board Committees) shall review the allegation and any statement by the accused Board Member and, at its discretion, may review, investigate and evaluate the facts and circumstances of the alleged violation. Based on its findings and determination the Board may take no action or may take such lawful action as deems appropriate in response to said allegation.

## SECTION 4.00 - BOARD OFFICERS

### 4.01 PRESIDENT

- The Board President shall be elected by the Board and serve a term of one year or until a successor is elected and will reaffirm every year until otherwise determined by the Board. Unlike the mayor of a city or a village president, the President of the Park District Board does not possess any independent executive power other than those granted to him by Board Action.
- The President shall be the Chief Executive Officer of the Board.
- The President shall be the presiding officer at meetings of the Board.
- The President shall call Special Board Meetings in accordance with the Open Meetings Act.
- The President shall appoint annually, the chairperson and co-chairperson of the standing committees of the Board.
- The President shall serve as ex-officio voting member of all committees, if a committee member is unable to attend.
- The President shall appoint the members of special committees created by the Board.
- The President shall appoint a Secretary pro tempore of the Board to serve in the absence of the Secretary.
- The President shall sign all ordinances passed by the Board and all such other documents and papers of the District that by law require a signature.
- The President shall see that policies of the Board are enforced and that orders of the Board are faithfully executed.
- The President's vote shall be called for on all matters before the Board in the normal voting rotation with the other Board Members.
- The President shall establish an effective working relationship with the Executive Director by meeting regularly to actively communicate with the Executive Director about special issues and problems affecting the District.
- The President shall work with the Executive Director to prepare Board meeting agendas and schedule an annual performance evaluation of the Executive Director.
- The President shall effectively communicate with the Board to ensure all members are kept abreast of important issues affecting the District and schedule an annual Board evaluation.
- As well as serving as the official spokesperson for the Board, the President or designee shall serve on committees, commissions, or boards representing the District and represent the Board at community and District events.
- The President shall also serve as the official District representative to the Illinois Association of Park Districts (IAPD) and any other official legislative committee that will enhance the mission and vision of the District.

#### 4.02 VICE-PRESIDENT

- The Board Vice-President shall be elected by the Board and serve a term of one year or until a successor is elected.
- The Board Vice-President shall perform the duties of the President in the President's absence or refusal or inability to act.

#### 4.03 SECRETARY

- The Board Secretary shall be elected by the Board and serve a term of one year or until a successor is elected.
- The Secretary shall oversee the taking, completion, and recording of all minutes, ordinances, orders and resolutions of the Board.
- The Secretary is responsible for the verbatim recording and minutes of all 10.07 executive sessions of the Board as well as regulating the schedule of disposal of such recordings and release to the public of such minutes according to state law (5 ILCS 120/2.06).
- The Secretary shall be responsible for official correspondence of the Board.
- If the President and Vice-President both are absent from a meeting at which a quorum of Board Members are present, then the Secretary shall call the meeting to order and call for a selection of a President pro tempore for the meeting by a majority vote of the Board Members present.
- The Secretary shall be present at all meetings of the Board.
- The Secretary shall also serve as the Legislative liaison of the Board, keeping in contact with the legislators and keeping the Board informed of legislative issues that would interest the Board.
- The Secretary shall work with the Executive Director or Designee to ensure a comprehensive records management system is in place so that the Board is in compliance with all local, state and federal reporting laws and regulations.
- The Secretary shall act as the Local Election Official for the District unless otherwise designated by the Board or Executive Director.
- The Secretary shall administer oaths and affirmations as required.
- The Secretary shall sign all official documents of the Board as needed.

#### 4.04 TREASURER

- The Board Treasurer shall be elected by the Board and serve a term of one year or until a successor is elected.
- The Treasurer, in conjunction with the Executive Director report to the Board monthly all receipts and disbursements of the District and shall submit such financial statements and detailed information as may be required by the Board.
- The Treasurer shall work with the Executive Director to develop and monitor the financial policies of the District.
- The Treasurer shall work with the Executive Director to develop and monitor the annual budget and property tax levy.
- The Treasurer shall work with the auditor to ensure compliance with financially related policies and procedures.
- The Treasurer shall countersign all checks issued by the District
- The Treasurer shall sign all appropriate financial documents as needed

#### 4.05 ATTORNEY

- The Board Attorney shall be appointed by the Board and serve a term of one year or until a successor firm is appointed.

#### 4.06 SUCCESSION

- No member of the Board may serve in the capacity of President, without have first served a minimum of one year as a Board Member and having been appointed as a Committee Chair or Vice President.

## **SECTION 5.00 - BOARD MEETINGS**

### **5.01 REGULAR MONTHLY BOARD MEETINGS**

The regular meetings of the Plainfield Township Park District Park Board of Commissioners will be held on the second Wednesday of the month. All meetings are held at the Prairie Activity & Recreation Center 25540 West Renwick Road, Plainfield unless otherwise noted in accordance with the Open Meetings Act. All meetings begin at 6:00 pm and are open to the public. The public is encouraged to attend.

## 5.02 SPECIAL MEETINGS

Special meetings of the Board may be called by the Board President or by any three members of the Board. Notice of such meetings stating the time and place of the meeting and the agenda for the meeting shall be provided to Board members and shall be delivered and posted as required by the Illinois Open Meetings Act.

### 5.03 ANNUAL MEETING

The official "Annual Meeting" of the Board will be held on the second Wednesday in May or as soon thereafter as practicable and shall include the election of the Board officers, including the President, Vice-President, Secretary, and Treasurer for one year terms as well as the appointment of the District's Attorney for one year. See Section 4 of the Manual related to Board officers. The standing chairs of the standing committees and liaison positions of the Board members will also be established.

#### 5.04 MEETING ATTENDANCE

While it may not be possible for every Board Member to attend every Board meeting, a recurrent pattern of missing meetings is not fair to the other Board members or to the taxpayers. Thus, Board members are expected to attend 80% of all regular meetings, special meetings, workshops and committee meetings of the Board in a calendar year.

“Attend” means attendance either by physical presence; or attendance through electronic means as set forth in Section 5.5 of this Manual. It is the responsibility of the Board Member to request to attend the meeting by electronic means.

#### 5.05 ELECTRONIC MEETING ATTENDANCE

This is allowed pursuant to Resolution 2013-03 a Resolution Authorizing and Allowing Electronic Meeting Attendance adopted by the Board on July 24, 2013 attached as Appendix 1.

In order to allow for the efficient and productive meetings of the District, consistent with 5 ILCS 120/7, the District shall allow for the attendance of Board Members at board meetings by a means other than their physical presence.

At a meeting of the Board, if a quorum of the Board is present, a majority of the Board may allow for the attendance of a member by other means if the member is prevented from physically being at the meeting. As described in this policy, the term "other means" is attendance by way of video, audio or electronic conferencing.

This policy shall allow for such attendance at a meeting only if the member is prevented from physically attending the meeting for the following reasons (1) personal illness or disability, (2) employment commitment or the member is conducting District business, or (3) a family or other emergency.

If the member desires to attend a meeting by other means, the member shall notify the Secretary or Executive Director of the District 24 hours prior to the meeting unless advance notice is impractical.

## 5.06 PREPARATION OF MEETING AGENDAS

The Executive Director, in consultation with the Board President, is responsible for preparing the agendas for all Board meetings and Board committee meetings. The Executive Director shall cause the Board and the District's General Counsel to receive appropriate agenda materials no less than five days before each meeting including such items as the meeting agenda, explanatory materials related to items on the agenda, a schedule of accounts payable set for approval, an account of the District's income and expenditures, and monthly staff reports as appropriate. The agenda for regular meetings of the Board generally shall be structured as follows; provided that the Executive Director, with the concurrence of the Board President, may revise the agenda from time to time as appropriate depending on the current business of the Board:

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Public Comments
- 5) Consent Agenda
- 6) Staff Reports
- 7) Committee Reports
- 8) Action Items
- 9) Old Business
- 10) New Business
- 11) Board Initiatives
- 12) Commissioner Comments
- 13) Executive Session (if necessary)
- 14) Action for Items Discussed in Executive Session (if necessary)
- 15) Adjournment

Per Resolution 2014-10, Approved by the Board on April 1, 2014, Board members can request items to be placed on the agenda by following the steps below:

If requested to do so by a Board Member during the New Business Section of the agenda at a regularly scheduled or special meeting of the District, or requested to do so by two or more Board Members through a written request to the Executive Director, such matters shall be placed on the agenda for the next regularly scheduled meeting.

#### 5.07 EXECUTIVE DIRECTOR'S ATTENDANCE AT MEETINGS

The Executive Director, or if the Executive Director is unable to attend then his or her designee, shall be present at all meetings of the Board.

#### 5.08 QUORUM

The Board is comprised of seven Board Members. Four Board Members constitute a quorum of the Board.

## 5.09 VOTING

For purposes of voting on matters that come before the Board, the roll shall be called for all matters involving the expenditure of District funds, creating a penalty or fine, creating a liability for the District, or as otherwise provided by law. In a roll call vote, the ayes, nays, and absence of the Board Members shall be recorded. The roll shall be called in rotating order such that the voting order is different for successive roll call votes. The initiating and seconding of motions also shall be recorded.

## 5.10 ROBERT'S RULES OF ORDER

To the extent not otherwise provided in this Manual or other rules or procedures of the District, the Board may rely on the parliamentary procedures set forth in Robert's Rules of Order to resolve questions of procedure.

## 5.11 OPEN MEETINGS

All regular, special and continued meetings of the Board and any committee and other Board-appointed task forces and commissions shall be noticed and conducted in accordance with the Illinois Open Meetings Act. All meetings shall be open to the public except when an executive session is called in accordance with that act.

## 5.12 EXECUTIVE SESSION PROCEDURES

Ordinance 2015-04 Approved August 12, 2015.

### ORDINANCE NO. 2015-04 AN ORDINANCE ESTABLISHING PROCEDURES FOR RECORDING OF EXECUTIVE SESSION MEETINGS

WHEREAS, the Plainfield Township Park District (Park District) operates as an Illinois unit of local government under the laws of the State of Illinois; and

WHEREAS, the Open Meetings Act, 5 ILCS 120/1, *et seq.* requires public entities to record closed or executive session meetings; and

WHEREAS, the Board of Commissioners of the Park District seeks to establish procedures by which the Park District will comply with those specific provisions of the Open Meetings Act.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners of the Plainfield Township Park District of Will and Kendall Counties Illinois, as follows:

**SECTION 1:** Recording Executive Sessions: The Park District shall keep a verbatim record of all closed or executive session meetings of the corporate authorities of the Park District or any subsidiary "public body" as defined by the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* as amended. The verbatim record shall be in the form of an audio or video recording as determined by the corporate authorities.

**SECTION 2:** Responsibility for Recording Executive Sessions and Maintaining Recordings: The Park District Secretary or his or her designee (Secretary) shall be responsible for arranging for the recording of such closed or executive sessions. In the absence of the Park District Secretary or his or her designee, the meeting Chair will arrange for the audio or video recording of the closed or executive session. Each subsidiary public body of the Park District shall designate an individual who will be responsible for the recording of any and all closed or executive sessions of the subsidiary body and for providing the Secretary with a copy of such recording. The Secretary shall securely maintain the verbatim recordings of all executive sessions of the corporate authorities of the Park District and all subsidiary public bodies of the Park District.

**SECTION 3:** Procedure for Recording: At the beginning of each executive session, those present shall be identified for the audio recording. If the meeting is videotaped, those present shall individually appear on camera and identify themselves by voice at the beginning of the executive session. The meeting Secretary shall also announce the times the executive session commences and ends at the appropriate points on the recording.

**SECTION 4:** Back-Up Equipment/Procedure for Equipment Malfunction: The Park District will maintain sufficient tapes, batteries and equipment for the Park District to comply with this Ordinance. The Secretary or his or her designee will periodically check the equipment to confirm that it is functioning. In the event that anyone present at an executive session determines that the equipment is not functioning properly, the executive session will be temporarily suspended to attempt to correct any malfunction. In the event that an equipment malfunction cannot be corrected immediately, the executive session will be

temporarily suspended to attempt to correct any malfunction. In the event that an equipment malfunction cannot be corrected immediately, the closed session will terminate until such time as the executive session may proceed with a functioning recording device.

**SECTION 5: Procedure for Review of Executive Session Minutes and Recordings:** At one meeting at least every six months, the agenda shall include the item: "Review of the minutes of all executive sessions that have not yet been released for public review, and determination of which minutes, if any, may be released." Minutes shall be reviewed in executive session and shall not be released unless the corporate authorities of the Park District find that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential. As to any minutes not released, the corporate authorities shall find that the "need for confidentiality still exists" as to those minutes. As to any minutes to be released the corporate authorities shall find that the "need for confidentiality does not exist" as to those minutes. Minutes of executive sessions shall be kept indefinitely. Recordings shall be reviewed in a manner appropriate to the purpose for which they were intended.

**SECTION 6: Maintenance and Public Release of Recordings and Access to Tapes:** The audio or video tape recordings of executive sessions shall be maintained for no less than 18 months after the executive session and shall not be released to the public unless such release is required by a court order or specifically authorized for release by a vote of the Park District Board. Members of the corporate authorities may listen to the executive session recordings in the presence of the Park District Secretary or his or her designee. Copies of such tapes will not be made or provided to anyone unless specifically authorized by vote of the Park District Board or pursuant to an inquiry or request for review by the Illinois Attorney General or other agency or court of appropriate jurisdiction.

**SECTION 7: Procedure for Destruction of Recordings.** The Secretary is hereby authorized to destroy the audio or video recordings of those executive sessions for which all of the following conditions apply:

- A. The corporate authorities of the Park District approves the destruction of a particular recording;
- B. The corporate authorities of the Park District have approved the minutes of the executive sessions as to accurate content, regardless of whether the minutes have been released for public review;
- C. More than 18 months have elapsed since the date of the executive session; and
- D. There is no court order requiring the preservation of such recording;

**SECTION 8:** If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance.

**SECTION 9:** All Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 10:** This Ordinance shall be in full force and effect from after its passage, approval and publication as provided by law.

### 5.13 EXECUTIVE SESSIONS

The Board may call executive sessions at such times and places as may be required for private discussion of personnel matters; pending, probable, or imminent litigation; land acquisition; and other matters as provided by the Illinois Open Meetings Act.

#### 5.14 EFFECTIVE MEETINGS

The Board recognizes that the most effective, accessible meetings are those at which items of business are handled efficiently, with the necessary and appropriate amount of discussion but without undue lengthy or repetitive debate or prolonged speechmaking by the Board members or members of the public. Detailed discussions among Board members on matters coming before the Board should take place during the standing committee meetings. Board members should prepare themselves for Board meetings by reading the materials provided to them ahead of time and making appropriate inquiries of the Executive Director prior to the meetings.

#### 5.15 PUBLIC COMMENT

The Members of the public will be allowed to speak during the “Public Comments” portion of a regular meeting of the Board. The general rule shall be that an individual shall have not more than three to five minutes to make his or her comments and that repetitive comments are discouraged. The Board may set, on a meeting-by-meeting basis, an overall limit on the number of, and time for, public comments if necessary to facilitate the proper and orderly conduct of the meeting and the completion of the Board’s business.

## 5.16 EFFECTIVE COMMUNICATIONS

Processes and procedures of the District will be designed to facilitate effective communications of the Board's policies and business decisions.

## 5.17 ELECTRONIC COMMUNICATIONS

The Illinois Open Meetings Act defines "Meeting" as "any gathering whether in person or by video or audio conference, telephone call, electronic means (such as without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business." Electronic mail may be used to discuss business by less than a majority of a quorum, although it is not recommended. Electronic mail may also be used to communicate in any other manner that does not constitute deliberation under applicable Illinois law.

The following are examples of permitted use of e-mail by Board Members to discuss business of the Board:

- E-mails between two Board Members not copied to a third Board Member.
- One e-mail from a Board Member to all other Board Members provided it is not responded to.
- Emails between any number of Board Members not addressing public business of the Board or any sub-body of the Board.

All electronic communications, as well as the equipment and stored information transmitted, received, or archived, are, and remain at all times, the property of the District. Accordingly, all messages and files created, sent, received, or stored within the system shall be related to District business and are, and shall remain, the property of the District. Board Members shall not have any right of personal privacy in any matter stored in, received, or sent over the District e-mail system. The District reserves the right to retrieve and review any message or file created, sent or received. It should be noted that although a message or file is deleted or erased, it is still possible to recreate the message. All electronic mail messages sent or received by Board Members from, or at, any source pertaining to the business of the District are "public records" under the Illinois Freedom of Information Act. As such, all messages are available to the public to inspect and copy, subject to the explicit exceptions contained in the law. In order to ensure that such messages comply with this policy, all electronic mail messages are subject to review by authorized District staff or authorized Board Members. The safety and security of the District's computer systems and resources must be considered at all times. Users may not share passwords, nor obtain any other users password by any unauthorized means.

For the protection of the District's computer users, all data, documents, and e-mail messages will be stored on the District's computer network. If the user desires to store documents on diskette, tape, local hard disks, or any other media attached to a personal computer, it is the user's sole responsibility to make backup copies of the data, documents, or e-mail messages.

## **SECTION 6.00 -- BOARD COMMITTEES**

### **6.01 BOARD AUTHORITY TO ESTABLISH COMMITTEES**

The Board, by majority vote, may designate standing or ad hoc committees of the Board from time to time. In doing so, the Board shall establish the purpose and scope of authority for such committees. The Board currently maintains five standing committees:

- Finance and Liability
- Capital and Development
- Personnel and Policy
- Recreation and Marketing
- Governance and Accountability

It is the responsibility of the Chairperson to work in coordination with the Executive Director to establish meeting times, dates, places for standing or ad hoc committees as needed.

## 6.02 APPOINTMENTS

Committee appointments of a Chairperson and Co-Chairperson will be made by the Board President at the official "Annual Meeting" of the Board held on the second Wednesday in May or as soon thereafter as practicable. Committee appointments are for terms of one year.

### 6.03 STANDING COMMITTEES ROLE

A committee shall be advisory to the Board only and shall not be authorized to take any final action on any matter of Board business. A committee shall make its recommendations to the Board in writing, whether by a committee report, by memorandum of the Executive Director, or by some other suitable format. The President of the Board shall serve as an ex-officio member of all committees, with voting powers only in the absence of a committee member.

Each committee shall be responsible for recording, maintaining and approving committee minutes.

#### 6.04 FINANCE AND LIABILITY

This committee is charged with the consideration of and recommendations to the Board regarding issues relating to risk/liability, budget, capital outlay, and employee insurance and related matters. This committee shall meet a minimum of bi-annually and as needed.

#### 6.05 CAPITAL AND DEVELOPMENT

This committee is charged with the consideration of and recommendations to the Board regarding the review of projects, development, and related matters. This committee shall meet minimally during the budgeting process and as needed.

#### 6.06 PERSONNEL AND POLICY

This committee is charged with the consideration of recommendations to the Board regarding large personnel decisions, policy decisions and related matters. This committee shall meet as needed.

## 6.07 RECREATION AND MARKETING

This committee is charged with the consideration of recommendations to the Board regarding recreational programming, communication, marketing and related matters. This committee shall meet seasonally (brochure cycles) and as needed.

#### 6.08 GOVERNANCE AND ACCOUNTABILITY

This committee shall automatically be seated with the Board President and Vice-President serving as the Chair and Co-Chair. This committee is charged with governing Board actions and Executive Director Evaluation oversight. This committee shall meet a minimum of once a year and as needed.

## **SECTION 7.00 - PERSONNEL POLICIES**

### **7.01 BOARD RESPONSIBILITY TO ESTABLISH PERSONNEL POLICIES**

The Board shall have the responsibility of establishing policies governing District Employees. The Board may adopt and maintain a personnel handbook that establishes terms, rules, and policies related to employment with the District.

## 7.02 EMPLOYMENT OF EXECUTIVE DIRECTOR

The Board shall employ a properly educated and trained professional to serve as Executive Director, the chief administrative officer of the District. The duties and terms and conditions of employment of the Executive Director may be set forth by written contract between the Board and the Executive Director for a specific term. The Executive Director shall serve at the will of the Board and shall be subject to the policies and direction of the Board. The Board shall evaluate the performance of the Executive Director annually.

### 7.03 EXECUTIVE DIRECTOR RESPONSIBILITIES

The Executive Director shall be the chief administrative officer of the District. The Executive Director shall be responsible for the hiring, management, discipline, termination, and other matters related to District employees. The Executive Director also shall be responsible for the efficient operation of the District consistent with Board-established policies. The Executive Director also shall serve as advisor to the Board on matters of policy formation. The Executive Director shall be charged with overseeing the preparation of the annual working budget detailing sources and amounts of revenues and expenditures for each fund levied by the District.

#### **The Board and Executive Director Partnership: Who Does What?**

Adapted from *Get on Board*, pp 43-44.

<b>Responsibility</b>	<b>Board Role</b>	<b>Executive Director Role</b>
<i>Accounting and Audit</i>	Set policies. Approve/reject authorize expenditures	Oversee implementation of policies. Provide monthly financial reports
<i>Advocacy</i>	Nonpartisan advocate for parks, recreation and conservation	Provide Board with information on legislative issues. Nonpartisan advocate for parks, recreation and conservation.
<i>Board development</i>	Identify areas where help is needed. Participate	Recommend resources. Identify budget line to support.
<i>Build, Renovate, Lease Facilities</i>	Determine plan. Make decisions.	Recommend and prioritize projects. Provide periodic updates on progress. Sign contracts if given authority by the Board
<i>Budget</i>	Approve/modify/reject	Develop and recommend
<i>Capital purchases</i>	Approve/modify/reject	Prepare list of prioritized projects. Suggest and provide rationale for priorities, develop budget
<i>Day to day operations</i>	No role	Management decisions for example All decisions, regarding hiring, training, HR policies and procedures, termination
<i>Facilities Planning</i>	Approve/modify/reject plans	Develop prioritized master plan and develop budget
<i>Fees</i>	Adopt policy	Recommend policies and procedures. Make all decisions and procedures
<i>Goals (long-term...more than 1 year)</i>	Approve/modify/reject	Recommend and provide input. Report quarterly
<i>Goals (short-term...less than 1 year) The annual work plan</i>	Monitor	Establish and carry out. Report quarterly.
<i>Hiring attorney</i>	Approve/reject	Interview, screen and submit final candidates to the Board
<i>Hiring auditor</i>	Approve/reject	Work closely with Director of Finance & I.T. and Treasurer to interview, screen and submit final candidates to the Board
<i>Hiring consultants</i>	Approve/modify/reject	Interview, screen and submit final candidates to the Board for contracts over \$9,999.99.

<b>Responsibility</b>	<b>Board Role</b>	<b>Executive Director Role</b>
<i>Intergovernmental relationships</i>	Meet with officials from governing boards of other agencies. Approve negotiations.	Work with attorneys to develop drafts of agreements. Submit to Board for approval.
<i>Maintenance of District facilities</i>	No role	Develop schedule. Ensure adherence to schedule. Establish budget(s).
<i>Personnel policies</i>	Adopt	Recommend to Board. Administer to staff.
<i>Planning for future</i>	Approve/modify/reject	Short range up to Executive Director based on Board plan. Conduct the research, develop goals.
<i>Board policies</i>	Review, formulate, adopt	Provide input, advise, research, draft language
<i>Public relations</i>	Support board decisions. Refer complaints and positive comments to Executive Director Follow District Policies for Official Spokesperson	Actively seek input, work with citizen advisory councils, address complaints, advise Board when necessary.
<i>Repairs (emergency)</i>	Work with Executive Director	Notify Board President for joint decision, then notify the entire Board.
<i>Repairs (major over \$25,000)</i>	Approve/reject	Obtain estimates and prepare recommendations
<i>Repairs (minor)</i>	Policy should include amount that can be spent without Board approval	Authorize repairs up to \$25,000
<i>Services</i>	Promote and interpret to the public and government officials	Conduct ongoing research on public interests. Develop programs based on goals.
<i>Signing Checks</i>	Approve policy and oversight process	Develop policy (two signatures for check and balance) Authorize expenditures

#### 7.04 QUALIFIED EMPLOYEES

The Board recognizes that the District competes both with private entities and other public agencies for well-qualified, high-quality employees. The Board understands the importance of encouraging and supporting the Executive Director's ability to maintain, within reasonable financial constraints, a policy of providing a suitable salary and benefits program for the employees of the District.

In order to support this policy and Section 4-9 Education, Training & Professional Memberships of the Employee Policy Manual, the Board will include funding in the annual budget for certifications and professional development opportunities within reasonable financial constraints of the District.

#### 7.05 EMPLOYEE COMMUNICATION

The Board recognizes and respects the delegation of authority and responsibility to the Executive Director. No Board member shall inhibit, obstruct, or otherwise interfere with any District employee in the performance or direction of their assigned duties. All requests for information to Board members concerning District operation and programs will be directed to the Executive Director. When a Board member receives a written response to a request for information, all Board members shall receive copies of the same information and in the same manner. Electronic means will be used whenever possible, to disseminate the information within the parameters of the District's Electronic Communication Policy.

## **SECTION 8.00 - FISCAL RESPONSIBILITIES**

### **8.01 GENERAL**

The Board shall exercise prudent financial judgment and practices so that the District remains financially sound. The Board shall review and approve the proposed annual budget for the District. The Board also shall regularly review reports regarding the District's financial status, including accounts payable, current status of each of the funds of the District, and similar reports.

## 8.02 FISCAL YEAR

The fiscal year of the District commences on January 1 and ends on the following December 31.

### 8.03 ANNUAL BUDGET AND APPROPRIATION ORDINANCE

The Board shall review and approve an annual budget after review and recommendation of the Finance and Liability Committee. The presentation of the budget shall include a written description of the significant changes to the prior year's budget as well as review of the budgeted and projected revenues and expenditures for each fund in prior fiscal year, the results of significant organizational, operational, or accounting changes, and the timetable for review, revision, public display, and adoption of the budget and appropriation ordinance, the annual tax levy ordinance, and the Truth-in-Taxation hearing (if one is necessary). The Executive Director shall supervise the preparation of the proposed budget and appropriation ordinance in consultation with Director of Finance and Human Resources. The proposed budget and appropriation ordinance shall be released for public inspection in the manner provided by law. The Board will hold a public hearing on the proposed budget and appropriation ordinance. The Board shall approve a budget at a Board meeting prior to the beginning of the District's fiscal year, usually at the regular meeting of the Board in December.

#### 8.04 ANNUAL TAX LEVY

The Board shall consider and approve a tax levy ordinance annually in accordance with the schedule established by law. The annual tax levy ordinance shall be approved by the Board no later than the regular meeting of the Board in December and filed with Will County Clerk and Kendall County Clerk within the deadline for filing established by law.

#### 8.05 ANNUAL AUDIT

The Board shall conduct an annual audit using an independent auditing firm. The Board's policy is for full disclosure of pertinent financial reports. The District's accounting procedures shall conform to all applicable standards, including accepted principles and standards of the Governmental Financial Officers Association, the National Committee on Government Accounting, and the Governmental Standards Board.

#### 8.06 FEES AND CHARGES/COMPREHENSIVE REVENUE

The Board shall maintain a Fees and Charges/Comprehensive Revenue policy that recognizes the various costs related to the District's facilities and programs, including without limitation facilities operational costs, facilities maintenance costs, and administrative costs. That revenue policy also shall recognize the various types of programs provided by the District and the scope of those programs. Program fees should be established and adjusted based both on costs and expenses and program type. The Fees and Charges/Comprehensive Revenue policy is located in Section 2.26 of the Administrative Policy Manual.

## 8.07 DEBT SERVICE PRINCIPLES AND PROCEDURES

Inappropriate levels of debt can create financial difficulty. For example, short-term borrowing to cover routine costs can be expensive and may be a sign that the District is becoming financially overextended. Further, an unduly high level of debt may place an undue financial burden on the taxpayers and thereby adversely affect the health of the local business community. Reasonable levels of debt, however, may provide a mechanism to reduce costs for the District by allowing funding of projects or equipment purchases sooner than possible if those projects or equipment purchases were paid with current funds, thus reducing or negating cost increases due to inflation. Issuing debt also is a mechanism for spreading the costs of capital improvements equitably among current users and future users of the improvements. The Board also recognizes that the condition of the District's facilities, equipment, and programs are an important component in maintaining the desirability of the area and local property. For this reason, too, it may be desirable to issue debt to secure the funds necessary for maintenance and improvement of the District's facilities, equipment, and programs. The Board thus intends to adhere to the following general debt policies:

- a) The Board will endeavor to achieve and maintain the highest possible bond rating for the District.
- b) Except under extraordinary circumstances, average annual bond maturities shall not exceed 20 years.
- c) The District will endeavor to maintain minimum reserves in the Debt Service Fund at least equal to the next required principal and interest payments on outstanding debt.
- d) Except in emergencies or other extraordinary circumstances, borrowing shall be undertaken only to fund to capital improvements included in the District's 5-Year Capital Projects Plan.
- e) Because the District's authority to issue bonds is restricted by the Illinois Property Tax Extension Limitation Act's debt service extension base limit, the Board may choose under appropriate circumstances to issue debt certificates instead of bonds.
- f) No person or committee or other entity shall be authorized to create any financial liability on behalf of the District except only as approved in nature and amount by the Board in accordance with the District's purchasing policy.
- g) The 5-Year Capital Projects Plan shall be the basis for planning and consideration of issuance of bonds or other instruments.

## 8.08 BOND SALES

Bonds may be issued by private placement or through an open bidding process. The District may invite proposals from particular financial institutions and, if so, shall invite financial institutions within the boundaries of the District to be a part of that proposal process. Depending on the market circumstances as determined by the Board, the Executive Director, and any financial consultants advising the Board, bonds may be marketed publicly. The District shall be represented by the District's general counsel acting as issuers counsel, and the District shall also retain bond counsel.

## 8.09 GRANTS

The Board shall seek to finance proposed improvements through public or private grants, whenever feasible. The Executive Director and other staff shall be vigilant about exploring all possibilities for obtaining grants and other financial assistance.

## 8.10 COMPETITIVE BIDDING

Purchase of labor and/or materials estimated to exceed \$25,000 shall follow legal bidding requirements as provided by law. Contracts will be awarded in conformity with Section 5 of the Public Contracts provisions of the Illinois Criminal Code of 2012 (720 ILCS 5/33E-5).

The following exceptions to the bidding requirements are listed in the Illinois Compiled Statutes 70 ILCS 1205/8-1(c) as follows:

- 1) The services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
- 2) The printing of financed committee reports and department reports;
- 3) The printing or engraving of bonds, tax warrants and other evidences or indebtedness;
- 4) utility services such as water, light, heat, telephone or telegraph;
- 5) The use, purchase, delivery, movement or installation of data processing equipment, software or services;
- 6) The use, purchase, delivery, movement or installation of telecommunications and interconnect equipment, software, or services;
- 7) The use, purchase, delivery, movement or installation of duplicating machines and supplies;
- 8) Contracts for goods or services procured from another governmental agency;
- 9) The purchase of equipment previously owned by some entity other than the District itself.
- 10) The purchase of magazines, books periodicals, pamphlets and reports;
- 11) Contracts for emergency expenditures, provided such expenditures are approved by three-fourths of the members of the board;

The District reserves the right to waive all technicalities, to accept or reject any or all bids, or to accept only portions of a bid and reject the remainder. The District will award the Contract to the lowest most responsible and responsive bidder, as determined by the District. In considering the Bidder's responsibility, the District may evaluate, among other factors, the ability of the Bidder to provide experienced labor sufficient in numbers to timely and properly complete the services, the financial capability of the Bidder, and the performance of the Bidder on other projects.

### **Bid Results**

Following acceptance of a specific bid or bids by the Board, timely notification of the action shall be made in writing to all bidders.

### **Rebidding**

In the event all bids are rejected by the Board, the project may be re-bid following "Legal Bidding"; however, bid documents shall be sufficiently altered to prevent the use of information obtained from the former bid process to unfair advantage in the re-bid process.

### **Contracts**

The District shall award and enter into contractual arrangements with vendors primarily for completion of construction projects. Procurement of goods and/or services for non-construction projects may require contracts if it is determined to be in the best interest of the District.

**Bid Bonds**

The District shall require as a bid surety a certified check or bid bond equal to ten (10) percent of the contract as a proposal guarantee. Such requirement shall be made on all construction projects and other bidding procedures, where it is determined to be in the best interest of the District.

Bid sureties shall be returned to the bidders the acceptance of a bid by the Board and the contract has been signed.

**Performance and Labor Payment Bonds**

The successful bidder shall furnish a Performance Bond in an amount equal to 110% of the contract awarded and payment of all obligations thereunder. Bond form shall be one that is acceptable to the District. Failure to supply required bonds within ten (10) days after bid acceptance, or within such extended period as the District may grant, shall constitute a default, and the District may award the contract to the next responsible bidder or elect to re-advertise for bids.

The Competitive Bidding Policy can also be located in Section 2.19 of the Administrative Policy Manual.

## 8.11 PROCUREMENT CARDS

The District may provide at the Executive Director's authority procurement cards to designated employees to facilitate the purchase on behalf of the District of approved items from approved vendors, in accordance with the procurement policy.

## **SECTION 9.00 - DISTRICT PROPERTY**

### **9.01 TOURS OF FACILITIES**

The Board shall endeavor to tour the District's parks and other key facilities at least once each year as a group, to facilitate Board members' understanding of the needs and issues related to the District's facilities. The tour shall be conducted by knowledgeable members of the District's staff. Board members also are strongly encouraged to visit and review the facilities and programs of the District individually and as often as possible. Such visits should be made with due consideration for the integrity of any on-going program.

## 9.02 LAND ACQUISITION

The Board may seek to acquire additional land for park purposes. The following matters should be considered as part of the Board's determination whether to acquire land:

- a) The acquisition and proposed use of the land will significantly enhance the recreation and leisure activities the District can provide to its residents.
- b) Acquisition, development and maintenance of the land is not inconsistent with the District's 5-Year Capital Projects Plan and can be undertaken without violating the Board's fiscal and funding policies.
- c) Public approval via voter referendum has been obtained if funding requirements cannot be met with currently available financing mechanisms.

### 9.03 LEASES

The Board recognizes that from time to time it would be in the best interests of the District to become a partner in a lease agreement. The District may:

- 1) Lease real property from any public building commission for the purpose of providing office space for the District administrative functions for a period of not to exceed 20 years, and may rent in accordance with the terms of the lease and enter a lease without making a previous appropriation for the expense.
- 2) Lease equipment and machinery for corporate purposes for a period not exceed five years upon an affirmative vote of 2/3 of the Board.
- 3) Lease real estate for corporate purposes for a period not to exceed ninety-nine (99) years upon an affirmative vote of 2/3 of the Board.
- 4) Lease as otherwise authorized by the Park District Code.

This policy is also located in the Administrative Policy Manual Section 1.14

## SECTION 10.00 - ADDITIONAL MATTERS

### 10.01 BOARD EDUCATION TRAINING

The Board believes that it is in the best interests of the District to maintain an informed and educated District staff and Board. The Board thus believes that the District should pay appropriate costs and expenses for the Executive Director and other staff members to attend appropriate conferences, training sessions, and professional development.

Annually, the District shall establish a budget allowance that permits two (2) Board Members to attend the annual National Park and Recreation Association's national conference and all seven (7) Board Members to attend the Illinois Association of Park Districts and Illinois Parks and Recreation Association's state conference.

In determining attendance at the national level conference, the opportunity to attend shall be the Board President and one (1) Board Member in seniority rotating order. If the Board President is unable to attend it will allow for two (2) Board Members to attend in seniority rotating order.

*(i.e. Rotating order - Year 1 most senior Board Member may attend, Year 2 second most senior Board Member may attend. This continues and is monitored by the Executive Director.)*

A written or oral report is due from each Board Member who attends a conference/seminar within 45 days of the conclusion of the event. The report should discuss ways in which what is learned can be implemented or to reinforce practices already in effect at the District.

All travel, meals and lodging expenses will be established in accordance with section 4.8 of the Employee Policy Manual. (Travel Reimbursement Policy) In no case shall Board Members benefit financially from attending any of the functions listed either from a third party or the District.

If a Board Member indicates their intention to attend approved training and subsequently notifies the District of their intention not to attend such training, or fails to attend such training, they shall reimburse the District in full for all expenses incurred or monies advanced by the District in connection with the expected attendance at such training. This reimbursement must be made within thirty (30) days after written request is made by the District.

## 10.02 MEMBERSHIP IN IAPD AND NRPA

Based on the determination that the programs, services, and information provided by the Illinois Association of Park Districts (IAPD) and National Recreation and Park Association (NRPA) are beneficial to the District, the District shall maintain membership in the IAPD and NRPA unless otherwise determined by the Board. Each Board member shall have an individual membership in these organizations.

Board members are encouraged to participate actively in these organizations by attending events, webinars, conferences, training to enhance their education as a Board member and by joining committees. Board members are also encouraged to participate in the IAPD Board Member Development program. Information on the program can be found on the IAPD website.

### 10.03 BOARD SELF-EVALUATION

The value of an annual evaluation of the Board's effectiveness is recognized. Accordingly, sufficient funds will be allocated to the Board to have an annual Board self-evaluation be conducted.

#### 10.04 ANNUAL CALENDAR OF ACTIONS AND ACTIVITIES

The Executive Director and the Director of Administrative Services, in consultation with the Board President, shall provide the Board, at or before the Board's regular meeting in December, with a calendar of annual, recurring, and anticipated Board actions and activities for the upcoming calendar year.

#### 10.05 USE OF EXPERT CONSULTANTS

The Board shall seek the advice of expert consultants when the Board determines it is appropriate and shall use the advice of those consultants as an aid for Board decision-making.

#### 10.06 ACCEPTANCE OF DONATIONS

The Board may accept donations of land, equipment, and other items when the Board determines that the acceptance would be in the best interests of the District and only when the District will attain full control of the donated item.

## 10.07 USE OF DISTRICT LETTERHEAD

Board members may use the District's official letterhead under the following circumstances:

- 1) The President has determined that it would be in the best interest of the Board Members to send individual letters representing an agreed-upon opinion of the Board; and
- 2) Letterhead may be used for other correspondence with approval of the Board.
- 3) No other uses are allowed.

A Board Member must distribute a copy of the use of the District letterhead as described above to other members of the Board either in a hard copy or PDF within thirty days of the decision.

#### 10.08 RECOGNITION OF OUTGOING BOARD MEMBERS

Service on the Board shall be recognized, upon completion of the term, by presentation to outgoing Board members of a plaque or small gift at a regular Board meeting, typically during the meeting that includes the annual meeting of the Board.

## **APPENDIX**

The following is an inventory of ordinances and related policies that regulate, govern or otherwise pertain to Board operations. These documents are separately maintained by, and in the custody of the Board Secretary.

- 1) Non-Physical Attendance Policy (Resolution 2013-03)
- 2) Setting of the Agenda for Meetings (Resolution 2014-10)
- 3) Procedures for Recording of Executive Session Meetings (Ordinance 2015-04)
- 4) Electronic and Telephonic Communication Policy (From Employee Handbook)
- 5) Travel Reimbursement Policy (From Employee Handbook)
- 6) Code of Ethics (Ordinance 2016-05)
- 7) Section 2.00 Crisis Management from the Risk Management and Wellness Policy and Procedure Manual