OFFICERS

Election of Officers

The Board shall elect a President and Vice President at the Annual meeting who shall hold their respective offices for one year or until their successor shall be elective.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

President

The duties of the President shall include but not be limited to presiding at all meetings of the board, calling special meetings of the Board on his/her own motion or on request of two or more of the members and cause notice of any such special meeting to be given to all Board members as required by law; sign all ordinances, resolutions, and contracts and other such documents and papers of the Park District. The President shall see that all ordinances and policies of the Board are enforced and all orders of the Board are fully executed. The President shall prepare the board agenda with the Director. The President shall perform all other duties as may be prescribed by the Board. The President shall have the right to vote upon all questions coming before the Board and be a member thereof.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Vice President

The Vice-president shall perform all of the duties of the President whenever the President shall be absent or otherwise unable to perform his/her duties.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Appointed Personnel of the Board

The Board shall appoint a Secretary, a Treasurer, an Attorney, an Auditor and an Executive Director, prescribe their duties and establish the term of appointment. The Secretary and Treasurer need not be Board members, in which case the Board may fix their compensation.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Secretary

The Secretary shall attend meetings of the Park Board as required, shall safely keep minutes, records, files, and seal of the District, shall perform all duties dealing with the nomination of candidates for the office of park commissioner as provided by law, shall administer oaths and affirmations, shall receive and keep the subscribed oath of office taken by each member of the Park Board, shall sign all bonds and affix the seal of the District thereto, shall attest all deeds of conveyance, shall maintain the official and current Urbana Park District Code and all board policy manuals and shall perform all other duties as may be prescribed by the Park Board . For expediency it is recommended that the Attorney be appointed as the Secretary.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Assistant Secretary

The Assistant Secretary shall attend all the meetings of the park board. The Assistant Secretary shall perform all of the duties of the Secretary whenever the Secretary shall be absent or otherwise unable to perform the duties of said Secretary. For expediency, it is recommended that the Director be appointed as the Assistant Secretary.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Treasurer

The Treasurer shall be the financial advisor to the Board and shall oversee the Director and Business Manager with respect to all monies belonging to the district. The duties of the Treasurer shall be to assure that all such monies are kept in a bank or banks authorized by statute and approved and designated by the Board in the name of the district and disbursed only upon the authority of the Board; that district funds, subject to Board approval are kept prudently invested according to the district's investment policy and as authorized by law; that monthly reports to the Board of all revenue and expenditures are made; that financial reports, statements and information are submitted to the Board from time to time on at least a quarterly basis; and that all laws and statutes governing the duties and obligations as Treasurer are complied with.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Attorney

The Board shall retain the services of a qualified attorney for the purpose of advising the Board in all legal matters and representing the best interest of the district in accordance with the Park Code. The Attorney shall work closely with the Director. The attorney's responsibilities shall be defined in an annual letter of engagement.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Auditor

The auditor shall conduct the annual audit of the district and present the results of the audit and recommendations to the Board. The Board will contract with the audit firm.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Vacancy on the Board

The Board may declare a vacant office of any Commissioner who dies, resigns, ceases to be a legal voter in the District or who refuses or neglects to take the oath of office. The Board shall solicit applications or resumes to fill the vacancy within two months of the vacancy. Vacancies shall be filled by a majority vote of the Board. Any person appointed shall hold office until the next regular election for the office at which a member shall be elected to fill the vacancy for the unexpired term. If the vacancy occurs with less than 28 months remaining in the term, or the vacancy occurs less than 88 days before the next regularly scheduled election for the office, then the person appointed to fill the vacancy shall hold the office until the expiration of the term for he or she has been appointed and no election to fill the vacancy shall be held.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

BOARD COMMITTEES

Committee Establishment
At the meeting at which the President of the Board is selected, or the first regular meeting thereafter, the President, with Board approval, shall establish any standing committees of the Board and charge them with their assignments for the next year. The standing committees will sit until the next election of the Board President.

Ad hoc interim committees shall be appointed to study issues arising in their various categories and are terminated at the completion of the task at hand. All issues are analyzed from the standpoint of board policy to direct and assist the staff in the administration of the District affairs. The conclusions arrived at by the various committees on all matters in their hands for analyses are presented by the chairman of each committee to the board as a whole for consideration and official action.

Standing Committees
All standing committees shall consist of at least two commissioners with one serving as chairman. The Standing Committees shall include but are not limited to:
§ Finance Committee
§ Parks and Facilities Committee

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Citizen Advisory Committees
Urbana Park District Advisory Committee
The ~~President of the~~ Board shall ~~may~~ appoint ~~with the consent of the Board,~~ a special committee, referred to as the Urbana Park District Advisory Board (UPDAC), each year made up from District residents for the purpose of studying specific problems of the District and affording help and assistance in the District's major undertakings.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Other Committees
The President of the Board may appoint, with the consent of the Board, a special committee or task group for a specific purpose. The committee will report its findings to the Board periodically and at the conclusion of its task.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

POLICY

Defining Policies and Procedures

The Board of Commissioners recognizes the need for a document that contains board policies and procedures that facilitate the operation of the district on a daily basis.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Board Policy

A policy is a course of action defining the aims to be achieved by the District. Policy reflects value judgments on issues related to the parks and recreation system. Formulating policy is the primary responsibility of the Board and the way in which the Board of Commissioners exercises its leadership in overseeing the operation of the District. Policies address the purpose of the parks and recreation system and provide the legal, ethical, fiscal and quality parameters for the operation of the district. This gives positive direction to the Director and staff in the discharge of their duties.

A policy will be officially approved by the Board of Commissioners. Policy statements can take the form of guidelines for the discretionary action of those to whom it gives authority. Policies shall be recorded in writing, adopted by the Board and recorded in the official minutes of the meetings of the Board of Commissioners and recorded in the board policy manual. The Board shall evaluate policies every five (5) years.

Note: the word "fiscal" has been added. Other policies that will be a part of the Board Policy Manual go into much more detail about each of these parameters (legal, ethical, fiscal and quality). This statement should be as brief as possible.

Note: An example of a policy statement that gives discretionary action is: "It is the policy of the District to support educational conferences, professional meetings or workshops which would result in a benefit to the district. The Director will establish procedures to implement this policy."

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Administrative Procedure

An administrative procedure directly guides district staff in providing a responsive, efficient and creative park and recreation system. A procedure details the specific course of action to be taken within the general framework of policy.

An administrative procedure is any plan or course of action formulated, developed and implemented by the park district administrative staff to facilitate day-to-day park district operations within the Board's policy guidelines.

The Director shall have the responsibility of specifying the purpose, scope, and actions required to operate the district's day-to-day functions. The Director and administrative staff will coordinate and oversee these detailed actions. The Director shall have the responsibility of ensuring that procedures are consistent with Board policy.

Administrative procedures, when appropriate, will be documented and placed in the park district administrative operations and procedure manual and in other administrative documents.

Note: These words are directly from the UPD mission: "responsive, efficient and creative park and recreation system".

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Annual Meeting

The annual meeting of the Board shall be held on the second Tuesday in May before the regular meeting of each year. The purpose of said meeting shall be to administer an oath of office to newly elected commissioners, elect President and Vice President for the coming year, make committee appointments, and appoint officers. Also, the purpose is to make annual appointments and assignments of staff for a variety of special purposes.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Board Candidates

The Executive Director shall assist Park Commissioner candidates which shall include but not be limited to meeting with the candidates. The Director shall provide a copy of the Mission Statement, current budget, one year of program brochures, a map of parks and facilities and other material requested by the candidate. The Director will also provide a review of information available on the District's website including approved minutes, board agendas and materials, strategic plan, and other information available.

The Secretary of the Board will perform all actions dealing with the nomination of candidates for the office of Park Commissioner as provided by law.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Commissioner Authority

Commissioners serve as members of the Board. Individual commissioners do not have authority to act for the Board unless duly authorized to do so by the Board. Authority as a commissioner is limited to participation in official meetings of the Board or official committees thereof and to other actions, which have been duly authorized by the Board except for officers of the Board acting within the scope of their authority as such officers.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Compensation

Commissioners of the Park Board shall serve without compensation. (70 ILCS 1205/4-1)

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Corporate Seal

The corporate seal of the District shall be used whenever any certificate, deed, bond or other instrument is required by law or general usage, to be executed under the corporate seal of the Urbana Park District.

The Secretary is designated as the custodian of the corporate seal and is charged with its proper use and safekeeping.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Consent Agenda

The Board utilizes a Consent Agenda within the Order of Business for Regular Meetings. The Consent Agenda consists of actions that, in the opinion of the President and Executive Director, will be acceptable to all members of the Board and are routine business. The purpose of the Consent Agenda is to allow one roll call vote for all items listed so that the Board will have more time to consider substantive issues. Each of the Commissioners has had an opportunity to review the materials on the Consent Agenda prior to the meeting. Any Commissioner who wishes to discuss an item on the Consent Agenda may request that the item be removed and considered separately. One roll call vote will be taken which covers all items on the Consent Agenda.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Fiscal Year

The fiscal year of the Urbana Park District shall begin on the first day of May and end on April 30 of the following year.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Government

The government of the District shall be vested in the duly elected Board of Commissioners as provided by law.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Handling of Petitions

Petitions regarding District services shall be received by the Executive Director at the Administration Office, 303 W. University, Urbana, IL, 61801 or by the Board at a public meeting during the "Public Comment" period of the agenda. All petitions shall be brought to the attention of the Board at the earliest opportunity.

The petition shall be placed on a future agenda of a regular or special meeting and be discussed by the Board. The individuals responsible for the petition shall be notified at the earliest possible date that the Board has received the petition, when the Board will discuss the petition, if applicable, as well as any action that has been decided upon.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Legal Status of the Park Board

The Urbana Park District, organized in 1907 under the "Submerged Land Act" which was to provide for the organization of park districts and the transfer of submerged lands to those bordering on navigable bodies of water (the Saline). It is a separate unit of local government – a municipal corporation which operates under the Statutes of the State of Illinois. It is governed by a five member Board of Park Commissioners elected to six year terms in biennial public elections.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Minutes

All actions taken by the Board shall be done in open meeting, recorded by the Recorder, and filed and maintained by the Secretary. All minutes will be considered unofficial until approved by the Board a subsequent meeting. The official minutes of open meetings of the Urbana Park District shall be kept in a minute book and open for public inspection by interested individuals during regular office hours by appointment.

Minutes of closed sessions of the Board shall be taken and recorded as required by law. The minutes and recordings of closed sessions shall be kept separate, filed and maintained by the Secretary.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Oath of Office

All elected and appointed commissioners shall take an oath to well and faithfully discharge his/her duties before entering into the duties of office. The oath shall be filed with the Secretary of the Board.

Newly elected or re-elected commissioners shall be sworn into office at the annual board meeting in May. Newly appointed commissioners shall be sworn into office at the first regular board meeting following their appointment.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Place of Meetings

All regular meetings of the Board shall be held 1011 Kerr Street, the District Planning and Operations Facility, Urbana, Illinois. Special and emergency meetings may be held in other facilities of the District or other locations in Urbana with public notice of these meetings as required by law.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Provision for Change in Policy

Any of the policies included in this manual may be changed or added to by a majority vote of the Board of Park Commissioners at any regular or specially called meeting of the Board.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Public Notice

All regular, annual, special and emergency meetings of the Board shall be held in public according to state statutes, with notice given as required by law and provided to the news media and others on request.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Public Participation – Oral Comments

The Board of Commissioners welcomes oral comments from the public. Individuals have an opportunity to speak at each Regular Board Meeting during the "Public Comment" section of the agenda. This is normally very early in the meeting. The President may also, at his/her discretion, recognize members of the public during the meeting to speak regarding a specific issue being discussed by the Board.

The Board may choose to accept comments from the public at Study Sessions and Special Board Meetings depending upon the business to be conducted. In this case, there will be an agenda item for "Public Comment".

Individuals who wish to speak must complete and submit the "Public Comment" card which will be at a registration table near the entrance to the meeting room. The individual wishing to speak must include their name, address and topic or issue. During the "Public Comment" section, the President will call the name of any individual wishing to speak. In the interest of fairness, the Board limits individual comments to 2 minutes per issue.

Before addressing the Board, individuals are asked to state their name and address for the record before commenting on a particular issue.

As the Board must follow its agenda to conduct its public business, the Board will not respond to an issue addressed during public comments. The Board is interested in serving the public and may request that the Executive Director respond at a later time.

Individuals who do not wish to speak, may complete a comment card, including their name and address and their statement. Comment cards received at a meeting will become a part of the public record.

The Board will direct any member of the public wishing to discuss a personnel issue to address their concerns to the Executive Director.

The Urbana Park District Advisory Committee (UPDAC) is an advisory committee of the Board. As such, UPDAC will not accept public comment at its meetings.

Note: The new changes to IL FOIA require that the Board must allow public comments in their meetings and have a policy for accepting those comments. Betsy Wong is verifying that 1) UPDAC does not have to accept public comments and that 2) the Board may limit public comments to its regular board

meetings but not include at study sessions or special meetings unless it chooses to do so on a meeting by meeting basis.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Public Participation – Written Comments

The Board of Commissioners welcomes written comments from the public. Individuals have an opportunity to submit written comments at each Regular Board Meeting during the "Public Comment" section of the agenda. This is normally very early in the meeting.

Individuals wishing to submit a written comment, including a petition, must complete and submit the "Public Comment" card noting that they do not wish to speak. The cards will be at a registration table near the entrance to the meeting room. The individual wishing to present the written comment must include their name, address and topic or issue. During the "Public Comment" section, the President will acknowledge that the written comment has been received by stating the name and address of any individual submitting a written comment.

The Board may choose to accept comments from the public at Study Sessions and Special Board Meetings depending upon the business to be conducted. In this case, there will be an agenda item for "Public Comment".

As the Board must follow its agenda to conduct its public business, the Board will not respond to an issue addressed during public comments. The Board is interested in serving the public and may request that the Executive Director respond at a later time.

Written statements received at a meeting will become a part of the public record.

Written statements addressed to a Commissioner or the Board and received by mail or delivered in person to a UPD office will be reviewed by the Board but not during a board meeting. Written statements that are not addressed to a Commissioner or the Board will be reviewed by the Executive Director.

If a written statement is regarding a personnel issue, the Board will refer it immediately to the Executive Director. It will not become a part of the public record.

The Urbana Park District Advisory Committee (UPDAC) is an advisory committee of the Board. As such, UPDAC will not accept public comment at its meetings.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Purpose and Objective

The role of the Urbana Park District Board of Commissioners is to be familiar with the park and recreation needs of the residents of the district, and as far as possible, to meet those needs, to develop park and recreation facilities in order to accommodate all ages and interests in meeting the leisure needs of district's residents. Each Commissioner accepts responsibility for providing services within the limitations of funding received through the collection of taxes, program revenue, gifts and donations, grants and from other sources. The Board should make an effort to keep abreast of developments in the field and use that knowledge in the best interest of the district.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Quorum

A majority, three members of the Board, constitutes a quorum. In the absence of a quorum, the Park Board members present may adjourn to a day certain.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Regular Meetings

Regular meetings of the Board shall be held on the second Tuesday of every month, unless otherwise ordered by the Board at a previous meeting.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Special and Emergency Meetings

Special and emergency meetings of the Board shall be held and notices of meeting shall be given in accordance with state law.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Statutory Legal Authority

Illinois Park Districts are governed by a set of state laws known as Park District Code, which was enacted in 1947, 70 ILCS 1206, et. seq. The Urbana Park District was organized in 1907 by a referendum.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]

Term of Office

Each term of office for a Commissioner shall be six (6) years. Terms are designated to expire on a staggered system. Commissioners shall serve until their successors are duly elected, qualified and have taken the oath of office.

[CONSENSUS REACHED ☐] [ADDITIONAL COMMENTS TO INCORPORATE ☐]