

Cary Park District
Board Policy Manual

Policy Name: **Development of Policies**

Date Approved: 3/25/1999

Last Revision: 1/26/2017

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to develop policies that guide the Commissioners and employees of the District to best serve the public. It is the responsibility of the Board of Commissioners to develop and approve policies. All policies developed will identify the anticipated end results in the policy statement. Each policy will also identify any specific guidelines associated with that policy.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. Each policy must be completed using the official Board Policy Manual format (Attachment A).
2. The Board Policy Manual format will identify the policy number and name, date of approval, last revision date, rescinding date, the official policy statement and any policy-specific guidelines.
3. Each policy will identify the end result that the Board of Commissioners desires to be achieved in the policy statement.
4. Each policy must receive approval by the Board of Commissioners at a scheduled Board business meeting before being recognized as an official District policy. A simple majority is required for approval. The Board President shall sign an original document for approved copy and distribution.
5. Commissioners, staff and the public are encouraged to submit proposed policy suggestions to the Executive Director for drafting, development and direction for consideration by the Board.
6. Any new policy adopted by the Board should specifically state within the proposed specific guidelines what previous policies are revised or rescinded, either in full or in part, as a result of approval of the new policy.
7. The Board should review and update the Board Policy Manual on a regular basis.

This policy revises 1-001.r3 in full.

Board President Signature: William Krueger

Cary Park District
Board Policy Manual

Policy Name: **Name of Policy**

Date Approved: (Board mtg date)

Last Revision: (Board mtg date)

Date Rescinded: (Board mtg date)

Policy Statement

It is the policy of the Cary Park District to

(Describe policy here)

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. (State policy specifics here)
- 2.

This policy is new.

Or,

This policy revises Policy x-xxx in full.

Or,

This policy rescinds Policy x-xxx in full.

Board President Signature: _____

Cary Park District
Board Policy Manual

Policy Name: **Development of Operating Procedures**

Date Approved: 5/13/1999

Last Revision: 3/6/2003

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to authorize the Executive Director to establish and enact operating procedures to assure successful implementation and compliance with Board policies.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Executive Director is authorized to establish and enact operating procedures in compliance with Board policies.
2. The Board shall not develop operating procedures for the District operations.
3. The Board may direct the Executive Director to include specific operating procedures as developed in the policy review process. The Executive Director shall approve all operating procedures developed for the District.
4. The Executive Director or assigned delegate shall maintain all operating procedures in an organized and accessible format for employees, Board or public review.
5. The Executive Director or assigned delegate shall train employees and hold them responsible for implementation of all approved operating procedures.

This policy revises Policy 1-002 in full.

Cary Park District
Board Policy Manual

Policy Name: **Designation, Application and Legal Status
of Policy Manual and By-Laws**

Date Approved: 9/28/2000

Last Revision:

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to designate, apply and implement a single Policy Manual and By-Laws in accordance with the legal authority of a Park District.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. Designation. This manual shall be known as “The Board Policy Manual of the Cary Park District, McHenry County, Illinois”, and the same may be so cited and referred to for purposes of identification.
2. Scope. This manual shall apply to and be enforced in all of the territory included in the boundaries of the Cary Park District, and in all parks, greenways, trails, boulevards, public places and other facilities coming under control of the District, whether within or outside the boundaries of said District.
3. Declaration of Controls. The premises laid out and identified as parks, open space or recreation facilities, whether leased or owned, are hereby declared to be in the possession and control of the Park District for park purposes. Whenever in this manual the parks, greenways, trails, boulevards, public places and other facilities of the District are referred to, such words shall be held to refer to include all such areas, including buildings and other structures in the possession and control of the District.
4. Provisions for Changes in Policy. Any of these policies may be changed or additions made thereto by a majority vote of the Board (unless otherwise indicated by specific policy) at any regular or specially called meeting that the Board requires.
5. By-Laws. Chapter 1 of the Board Policy Manual titled “Board of Commissioners” constitutes the Park District’s By-Laws.

This policy manual rescinds and replaces any and all previous policies, procedures or other related manuals that may have been previously approved. It constitutes the sole policies of the Park District.

Board President Signature: David R. Gerwais

Cary Park District
Board Policy Manual

Policy Name: **Statutory Authority**

Date Approved: >6/22/2000

Last Revision: 2/27/2003

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to identify the statutory authority of the management and control of all officers of the Cary Park District and all parks and other property maintained by the District and committed to its control and supervision. Such control is vested in the Board of Commissioners of the Cary Park District as created and established by an Act of the General Assembly of the State of Illinois entitled: "An act to provide for the organization of Park Districts and the transfer of submerged lands to those bordering on navigable bodies of water", approved June 24, 1895, as amended. The Board of Commissioners is authorized to hire, employ and delegate responsibilities to the chief administrative officer as it so chooses.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Cary Park District was duly formed on October 30, 1971 after an election held on that date approved the organization of the District by a vote of 457 in favor and 363 against.
2. A Park District is a municipal corporation created for the purpose of acquiring and maintaining parks and a recreation program. It is separate and distinct from the city, county or any other political body. It is an agency through which in part, the people of the state carry on government. It is not purely local in function, for the courts have held that park property is held in trust for the use of the people of the state at large and not for the exclusive use of the people of the District.
3. A Park District is purely a creation of the legislature, and has no inherent powers, but only such powers as have been granted it by the legislature, or as are necessarily implied to give effect to the powers specifically granted.
4. In 1947, the legislature enacted "The General Park District Code". This was the first step in codifying the laws pertaining to park districts that served a population of less than 500,000 and it incorporated all of the basic laws of the three different types of park districts that existed. This legislation is contained in Illinois Compiled Statutes.

This policy revises Policy 1-003a in full.

Cary Park District
Board Policy Manual

Policy Name: **Board of Commissioners,
Chain of Command**

Date Approved: 5/13/99
Last Revision: 2/27/2003
Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to establish and maintain a formal chain of command for the Board of Commissioners.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Board chain of command shall be as follows:
 - a. President.
 - b. Vice-president.
 - c. Commissioner, based on length of service.
 - d. Commissioner, based on length of service.
 - e. Commissioner, based on length of service.
 - f. In the event of equal length of service, the Commissioner receiving higher vote total in the most recent election shall have greater seniority.

This policy revises Policy 1-004 in full.

Public Meeting Notice

Cary Park District
Board of Commissioners
Board Meeting
DATE
7:30 p.m.
LOCATION
LOCATION ADDRESS
CITY, STATE

AGENDA

- I. Call to Order
- II. Roll Call
- III. Matters from the Public
- IV. Items from Commissioners
- V. Consent Agenda
 - A. Action Items
 - 1. ITEM
- VI. Business Items/Changes, Additions, Deletions
 - A. Any Items Removed from the Consent Agenda
 - B. Action Items
 - 1. ITEM (Commissioner Name)
 - B. Discussion Items
 - 1. ITEM (Commissioner Name)
- VII. Management Reports
 - A. Executive Director
- VIII. Closed Session
 - A. PURPOSE (Identify by Specific Code Authorized for Closed Session Discussion)
- IX. Closed Session Summary & Action, If Necessary
 - A. ACTION (Identify by Purpose)
- X. Adjournment

1-005, Attachment B
COMMITTEE MEETING, SAMPLE
Public Meeting Notice

Cary Park District
Board of Commissioners
NAME Committee Meeting
DATE
TIME
LOCATION
LOCATION ADDRESS
CITY, STATE

AGENDA

- I. Call to Order, Roll Call
- II. Approval of Minutes
- III. Matters from the Public, Commissioners & Management
- IV. Action Items
 - A. ITEM
- V. Closed Session, If Necessary
- VI. Closed Session Summary, If Held
- VII. Adjournment

Public Meeting Notice

Cary Park District
Board of Commissioners
Public Hearing
DATE
TIME
LOCATION
LOCATION ADDRESS
CITY, STATE

AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Hearing Items
 - A. HEARING ITEM
 - B. Public Comment
 - C. Comments from Commissioners
- IV. Adjournment

Cary Park District
Board of Commissioners
Annual Meeting
DATE
TIME
LOCATION
LOCATION ADDRESS
CITY, STATE

AGENDA

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance to the Flag
- IV. Public Comment
- V. Items for Consideration
 - A. Election of Officers
 - 1. President
 - 2. Vice-President
 - B. Appointment of Positions
 - 1. Board Secretary
 - 2. Board Treasurer
 - 3. Board Legal Counsel
 - 4. Executive Director
 - 5. NISRA Board of Trustees Representative
 - 6. Committee Appointments
 - a. Administration, Finance & Personnel
 - b. Parks and Recreation Operations
 - c. Planning and Development
 - d. Executive Director Review
 - 7. Board Liaison Appointments
 - a. By Village, As Proposed
 - b. Cary Park Foundation
 - C. Designation of Depositories
 - 1. By Depository, As Proposed
 - D. Designation of Date, Time and Location of Regular-Scheduled Board Meetings
- VI. Adjournment

Cary Park District
Board Policy Manual

Policy Name: **Board Meeting Structure**

Date Approved: 4/6/1982

Last Revision: 1/26/2017

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to maintain a standard meeting structure for all regular Board meetings, Board Committee meetings, Public Hearings, Annual Meeting and special Board meetings.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. Unless otherwise indicated by Park District Policy, Robert's Rules of Order shall be used in conducting the formal business of Park District meetings.
2. All meetings should start at the identified time unless an identified quorum is not present or other extenuating circumstances prohibit the start time from occurring.
 - a. Regular-scheduled Board meetings should start at the identified time. A quorum of three Commissioners is necessary to begin the meeting.
 - b. Board Committee meetings should start at the identified time. In Committees of three assigned Board members, at least two assigned Committee Board members must be present to hold the meeting. Committee of the Whole meetings require a quorum of three Commissioners to be present.
 - c. The Annual Meeting and Special Meetings should start at the identified starting time as noted. A quorum of three Commissioners is necessary to begin any of these types of meetings.
 - d. Public Hearings should start at the identified starting time noted. A quorum of three Commissioners is necessary to begin a posted Public Hearing.
3. Members present shall wait 20 minutes for a quorum to arrive before canceling the meeting unless an indication has been received that the necessary number of members for a quorum are en route or planning to arrive at a certain time.
4. All meetings shall have an advance prepared agenda, applying the attached agenda format for each type of meeting as follows:
 - a. Regular-scheduled Board meeting (Attachment A).
 - b. Board Committee meeting (Attachment B).
 - c. Public Hearing (Attachment C).
 - d. Annual Meeting (Attachment D).

Board President Signature: William Krueger

5. The Executive Director shall prepare the meeting agenda as defined within this policy.
 - a. Commissioners may have items placed on the agenda by submitting a written request to the Executive Director or authorized delegate at least 72 hours prior to the meeting.
 - b. The request should identify the item to be included on the agenda as an action item or discussion item.
6. All meetings should allow for public comment during the meeting as part of the agenda.
7. All Regular-scheduled Board meetings, including closed session, should adjourn by 10:00 p.m.
 - a. If it appears that the meeting could extend past 10:00 p.m., the presiding officer should suspend discussion and ask the Board to review the remaining agenda items. The Board shall determine which items are to be addressed and which items are to be tabled or postponed. A majority vote of the Board shall determine whether the meeting shall extend beyond the 10:00 p.m. deadline. The Board may extend the meeting beyond the 10:00 p.m. deadline generally, or extend the meeting for a specific duration.
 - b. The Board can decide to continue the meeting to another date and time by appropriate motion and majority vote.

This policy revises Policy 1-005.r6 in full.

Cary Park District
Board Policy Manual

Policy Name: **Regular Meeting Location, Schedule and Time**

Date Approved: 4/6/1982

Last Revision: 2/27/2003

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to annually establish and publish a regular meeting schedule, starting time and location.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. All Board meetings are public meetings and will comply with the Illinois Public Open Meetings Act.
2. The Board will post its regular annual meeting schedule as of June 1 of each year at the Administrative Office, Cary Community Center, 255 Briargate Road, Cary, Illinois.
3. The Board's regular scheduled meetings will be held at the designated location, date and time as determined at the Annual Meeting, unless otherwise noted. Under certain conditions, the Board President or designee may so determine, declare and post a different location provided such change is in compliance with the Illinois Public Open Meetings Act.

This policy revises Policy 1-005a.r1 in full.

Cary Park District
Board Policy Manual

Policy Name: **Special Meetings**

Date Approved: 4/6/1981

Last Revision: 1/26/2017

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to have the capability and flexibility to establish and schedule special meetings as necessary.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The President of the Board of Commissioners may call a special meeting when he or she deems necessary in compliance with the Illinois Open Meetings Act.
2. Two or more Commissioners may request the President to call a special meeting provided all communication is in compliance with the Illinois Open Meetings Act.
3. The Board Secretary or designee shall notify all Board members of special meetings by providing written notice of the time and location of any special meeting:
 - a. By mail not fewer than three days prior to the date of said special meeting; or
 - b. By personal delivery to the residence of all members of the Board not fewer than 24 hours in advance of said meeting.
 - c. By electronic mail or facsimile.
 - d. By notice of intent (verbally) to call a special meeting during another meeting of the Board of Commissioners.
4. Any Commissioner may waive notice of any special meeting in writing or by presence at the meeting.

This policy revises Policy 1-005b.r1 in full.

Board President Signature: William Krueger

Cary Park District
Board Policy Manual

Policy Name: **Rescheduled or Continued Meetings**

Date Approved: 4/6/82

Last Revision: 10/28/99

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to allow for rescheduled or continued meetings to occur within policy-specific guidelines.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. Definitions
 - a. Rescheduled Meeting. A meeting that is cancelled and rescheduled to a later date and time.
 - b. Continued Meeting. A meeting that has been suspended without adjournment and continued to a later date and time.
2. All rescheduled meetings will be posted and allow for at least 48 hours for appropriate public notice to be given in accordance to guidelines provided by the Illinois Public Meetings Act.
3. All continued meetings shall be announced as to time and date of the continued meeting at the original meeting, and posted in compliance with the guidelines provided by the Illinois Public Meetings Act.

This policy revises and rescinds previous policy 3.18 in full.

Cary Park District
Board Policy Manual

Policy Name: **Public Comment During Meetings**

Date Approved: 10/14/1999

Last Revision: 10/23/2014

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to allow opportunity for the public to inform the Board and related Committees of their park and recreation needs or concerns prior to a decision being made on an issue.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Board will hold public comment as part of any public open meeting.
2. Individuals interested in making comment will be required to provide their name and asked to provide their address and/or their city/village of residence at the time they are recognized to comment during a public meeting. An individual who declines to provide their name shall not be provided the opportunity to comment. An individual who declines to provide their address or city/village of residence shall be allowed to comment.
3. Public comment is an opportunity for the Board to hear from as many different individuals as possible. Each individual indicating their interest to make public comment will be allowed up to five minutes to complete their comments. The Board may reduce this time limit if the need is so determined by majority vote of those present.
4. If there are more individuals interested in speaking than time allows for public comment, the Board may choose to defer any remaining interested speakers to a continuation for public comment. The Board President will ask the Commissioners of their preference prior to continuing with the regular scheduled meeting.
5. Individuals who have specific questions, or are interested in particular aspects of the District's operations or projects which may not appear on the published agenda should be encouraged to schedule a meeting to review their questions or specific information with the Board President, Board Committee or Executive Director.
6. The Public Comment portion of the agenda is for public comment only. It is improper for the Board to comment or respond to comments made during Public Comment.
7. The Board can temporarily modify or suspend these guidelines for special use during a meeting if so determined by a majority vote of those present.

This policy revises Policy 1-005d.r1 in full.

Board President Signature: Mike Renner

Cary Park District
Board Policy Manual

Policy Name: **Board Meeting—Voting**

Date Approved: 1/4/2000

Last Revision: 11/19/2009

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to identify the procedure for voice voting at a Board meeting and the order of votes when roll call voting is required on an issue being considered by the Board.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. Only a Commissioner present at the meeting shall be allowed to cast a vote, unless otherwise allowed by State law and, if necessary, Board policy, that provides for remote attendance. The Board shall not accept proxy voting.
2. The President should call for voice vote on all motions presented and seconded after appropriate discussion has been held or a member calls for the question.
3. The President should call for all those in favor of a motion to signify with an “aye” or “yes” vote, then call all those against a motion to signify with a “nay” or “no” vote, and, if necessary, call all those abstaining from voting with “abstain” or “I”.
4. Under the Illinois Open Meetings Act as amended, three (3) members of the Board of Park Commissioners constitute a quorum, and the affirmative vote of three (3) members is necessary to adopt any motion, resolution or ordinance, unless a greater number is otherwise required.
5. The President should indicate if a motion has passed or failed based on the required number of affirmative votes.
6. Any Commissioner can call for a roll call vote on the question prior to or just after a voice vote.
7. Roll call voting should follow the same procedure each time a vote is taken, with the Board President always voting last.
8. When a roll call vote is taken, the following procedure should be used by the recording secretary:
 - a. On the first roll call vote, the recording secretary should call the Commissioner seated to the left of the Board President and continue with each Commissioner to the left, ending with the Board President.
 - b. On each successive roll call vote, the recording secretary should start the roll call vote with the next consecutive Commissioner seated to the left of the previous first-called Commissioner and continue with each Commissioner to the left and around the Board President, ending with the Board President.

Board President Signature: **William Harvey**

- c. As different meeting set-ups may occur, the Board Secretary should determine which Commissioner is seated to the left of the President and remain consistent in calling the roll call vote throughout the meeting.
- 9. If the President is absent and the Vice-President or a presiding Commissioner (based on Board of Commissioners Chain of Command, Policy 1-004) is presiding during a roll call vote, the Vice-President or presiding Commissioner should replace the Board President in the roll call vote procedure.
- 10. The Board President is authorized to conduct straw-polling of the Board to assess opinion of Commissioners or as a starting point of discussion as determined necessary.

This policy revises and replaces Policy 1-005e.r3 in full.

Cary Park District
Board Policy Manual

Policy Name: **Board Meeting-Closed Session--Individuals
Present at Board Invitation or Executive
Director's Discretion**

Date Approved: 1/4/2000

Last Revision: 6/28/2012

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to identify the Board's policy on who should be present during a closed session meeting of the Board.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Board of Commissioners should be present during a closed session meeting of the Board.
2. The Board of Commissioners, by majority consensus, can invite an interested party or parties to be present during a closed session meeting of the Board.
3. The Executive Director should be present during a closed session meeting of the Board unless otherwise asked to remove him/herself from the room.
4. The Executive Director, at his or her discretion, can assign a staff member to be present during a closed session meeting of the Board to provide or receive information on a relevant topic on the agenda.
5. The Executive Director, at his or her discretion, can invite an interested party or parties to be present during a closed session meeting of the Board.
6. The Board of Commissioners shall have the final decision as to which individuals may be present during a closed session meeting of the Board.
7. Nothing in this policy shall be in conflict with the Illinois Open Meetings Act and as further described in Board Policy 2-501.

This policy replaces 1-005f in full.

Cary Park District
Board Policy Manual

Policy Name: **Use of a Consent Agenda (Omnibus Vote)**

Date Approved: 5/9/2002

Last Revision: 1/26/2017

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to establish the criteria and guidelines for use of a consent agenda (omnibus vote) during regular Board meetings.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. Illinois law permits public entities to vote on motions to authorize the expenditure of funds, pass ordinances or resolutions, receive or accept documents, and all other varieties of governmental actions, in a single action.
2. Illinois law requires all items placed on the consent agenda to be explained to the public or press attending the meeting. The explanation can be brief as long as it is clear and intelligible.
3. The Board should include a consent agenda (omnibus vote) for consideration at each regular Board meeting.
4. The following items should be placed on the consent agenda:
 - a. Motion to approve minutes of specified meetings.
 - b. Motion to approve specified disbursement reports.
 - c. Motion to accept specified Treasurer's Reports.
 - d. Motion to approve purchase of items specifically identified in the Equipment Replacement Fund.
 - e. Motion to approve the Prevailing Wage Ordinance on an annual basis.
 - f. Motion to approve any item that comes from Committee with a positive recommendation for approval from three or more Committee members.
5. Any single member can ask that any item be removed from the consent agenda and placed under the New Business Action Items portion of the agenda. A new category should be included under the Regular Board Meeting Agenda under New Business that identifies "Removed Items from Consent Agenda" as a routine option. Items removed from the consent agenda should then be discussed at that time. If no items are removed, then this option is excluded from the New Business portion of the agenda.
6. In order to fully meet the two-part requirement to legally approve a consent agenda, the following guideline should be followed:

Board President Signature: William Krueger

- a. The Board President should ask if any member desires to have any item removed from the consent agenda before asking for a motion to approve the consent agenda. Any item removed by request should be placed under the new business item designated for that purpose.
- b. After item A has been completed, the Board President should ask for a motion to approve the consent agenda. The member who makes the motion should read aloud each remaining consent agenda item as part of the routine procedure to approve the consent agenda.
- c. The Board President should ask for a roll call vote on the motion to approve the consent agenda.

This policy revises and replaces previous Policy 1-005g.r1.

Board President Signature: William Krueger

Cary Park District
Board Policy Manual

Policy Name: **Board Meeting-Closed Session—Recording of Minutes** Date Approved: 12/18/2003
Last Revision: 1/26/2017
Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to provide for an audio recording of Closed Session Meetings and maintain such recordings in compliance with the Illinois Open Meetings Act.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Board Secretary or authorized delegate is responsible for providing the necessary materials to allow for separate audio-tape recording at each Closed Session Meeting.
2. The Board Secretary or authorized delegate should provide for a separate audio- record during a Closed Session Meeting. The Closed Session discussion should be recorded separately and independently from the Open Session Meeting.
3. The Board Secretary or authorized delegate should use a different audio recording for each Closed Session Meeting, and clearly label each audio- recording with the date of the meeting.
4. The Board Secretary or authorized delegate should maintain a secure storage location at the Park District Administrative Offices that will provide for the safe-keeping of the Closed Session recorded minutes.
5. The Board Secretary or authorized delegate should fully and securely delete, erase or destroy each Closed Session Meeting audio recording within thirty (30) days of the required maintenance period established by law.

This policy replaces 1-005i in full.

Board President Signature: William Krueger

Cary Park District
Board Policy Manual

Policy Name: **Remote Attendance at Board/Committee Meetings**

Date Approved: 6/8/2006

Last Revision: 1/26/2017

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to provide for a Commissioner to attend and participate in any Board, Committee or Task Force meeting from a remote location via telephone, video or internet connection, provided that such attendance and participation is in compliance with any applicable laws.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The District should provide the opportunity to attend meetings from a remote location if the Commissioner contacts the Executive Director prior to the meeting, or in his/her absence, contacts a designated alternate, and meets one of the following reasons why they are unable to physically attend the meeting:
 - a. Personal illness or disability;
 - b. Employment purposes or the business of the Park District;
 - c. Family or other emergency.
2. A quorum must be established by members physically present at any meeting before it can be considered whether to allow a Commissioner to participate in the meeting via audio or video access from a remote location. For Regular or Special Board Meetings, this requires at least three (3) Commissioners to be physically present; for 3-person Board Committee or Board Task Force Meetings, two (2) Commissioner members must be physically present for a quorum; and for 2-person Board Committees or Task Forces, remote location attendance will not be considered.
3. The Commissioner participating via audio or video access shall be considered an off-site participant and counted as present for that meeting, committee meeting, or assembly held under such conditions, including those meetings held in open and/or closed session.
4. The off-site participant will be able to express their comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to.
5. The off-site participant should be heard and considered as to any voice vote taken.
6. The name of any off-site participant should be called during any roll call vote taken, and their vote recorded by the Secretary and placed in the minutes for that meeting.

Board President Signature: William Krueger

7. The Cary Park District should pay for expenses directly related to the use of any remote location equipment or services reasonably necessary for a Commissioner to attend as an off-site participant. A Commissioner who attends a meeting as an off-site participant can submit expenses (with supporting documentation) related to their direct participation which may include telephone, video or internet connection fees from the remote location.
8. On an annual basis, the Executive Director or delegate is authorized to establish a maximum reimbursement rate limit per hour (pro-rated as necessary) of meeting time that can be submitted by a Commissioner. The maximum reimbursement rate should be established at a rate that is not greater than the Cary Park District pays for similar use in its daily operations for telephone, video or internet connection fees.

This policy is revises and replaces Policy 1-005j.r1 in full.

Board President Signature: William Krueger

Cary Park District
Board Policy Manual

Policy Name: **Board Member Installation**

Date Approved: 1/4/2000

Last Revision: 1/26/2017

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to identify the time frame and method of Board member installation after an election or vacancy.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. Newly elected Board members shall be installed at the next meeting of the Board, regular or special, after the County Clerk canvasses and certifies the official results of an election.
2. In the event of an appointment of a Commissioner to complete a vacant term, the installation of appointee shall be determined under Policy 1-020.
3. Installation of a new Commissioner shall consist of the newly elected or appointed Board member swearing an oath of office conducted by the Board Secretary.

This policy revises Policy 1-006.r3 in full.

Cary Park District
Board Policy Manual

Policy Name: **Primary Functions & Responsibilities
of the Board of Commissioners**

Date Approved: 9/28/2000

Last Revision: 4/28/2005

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to designate functions of the Board of Commissioners. This policy is not intended to expand or limit the functions of Commissioners as authorized by the laws of the State of Illinois

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The following functions are recognized as being within the purview of the Board of Commissioners:
 - a. Interpreting the needs of the community.
 - b. Developing and approving policies in accordance with park and recreational needs of the Park District.
 - c. Selecting and evaluating the Executive Director.
 - d. Approving a budget to provide parks, recreation programs, facilities and services.
 - e. Approving a levy to tax for parks and recreation within statutory limits to provide funding.
 - f. Approving cash disbursement lists and accepting financial reports.
 - g. Approving purchase or sale of park and open space land owned by the Park District.
 - h. Approving intergovernmental agreements.
 - i. Informing the public of the purpose, worth and extent of the District's parks, recreation programs, facilities and services.
 - j. Approving policies governing employment policies of full-time, part-time and seasonal employees.
 - k. Approving rules and regulations Ordinance in reference to the use of parks and recreation facilities within its jurisdiction.
 - l. Approving long-term and annual agency goals and management objectives, park site master plans, and long-range comprehensive plans.
 - m. Approving ordinances and resolutions.
 - n. Approving contracts and expenditures to individual vendors that exceed the purchase amount authorized for the Executive Director per Policy 3-003, excluding those contracts and expenditures exempt by state law.

This policy revises and replaces Policy 1-007.r1.

Cary Park District
Board Policy Manual

Policy Name: **Responsibilities of Board President**

Date Approved: 4/6/1982

Last Revision: 6/28/2012

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to identify specific responsibilities assumed by the Board President.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The President shall preside at all meetings of the Board of Commissioners.
2. The President shall call special meetings of the Board of Commissioners of his own motion or on request of two or more Commissioners.
3. In the event of a special meeting, the President shall cause a notice to be given to all Commissioners according to Board Policy.
4. The President shall have the right to vote upon all questions coming before the Board of Commissioners and shall be a number thereof.
5. The President shall faithfully represent the official position of the Board of Commissioners.
6. The President shall be the official spokesperson of the Park District.
7. The President shall nominate the appointments of the Executive Director, Secretary, Treasurer, Legal Counsel, and shall make recommendations to the Board regarding Committee and Committee Chair assignments, NISRA Board of Trustees representative, Cary Park Foundation and Other Governmental Liaison Appointments for Board consideration.

This policy revises and replaces Policy 1-007a.r2 in full.

Cary Park District
Board Policy Manual

Policy Name: **Vice-President Responsibilities**

Date Approved: 4/6/1982

Last Revision: 2/27/2003

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to clearly identify the specific responsibilities of the Vice-President.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. In the absence, direction, recuse or excuse of the President, the Vice-President shall preside at all meetings of the Board of Commissioners.
2. In the absence, direction, recuse or excuse of the President, the Vice-President shall call special meetings of the Board of Commissioners of his own motion or on request of two or more Commissioners.
3. In the absence, direction, recuse or excuse of the President, and in the event of a special meeting, the Vice-President shall cause a notice to be given to all Commissioners according to Board Policy.
4. The Vice-President shall have the right to vote upon all questions coming before the Board of Commissioners and shall be a number thereof.
5. In the absence, direction, recuse or excuse of the President, the Vice-President shall faithfully represent the official position of the Board of Commissioners as the official spokesperson of the Park District.

This policy is revised and replaces Policy 1-007b in full.

Cary Park District
Board Policy Manual

Policy Name: **Board Secretary Responsibilities**

Date Approved: 4/6/82

Last Revision: 10/28/99

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to clearly identify the specific responsibilities of the Board Secretary.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Board Secretary or designated alternate should be responsible for permanent record-keeping of Board, Committee and Citizen's Advisory Committee meeting minutes, ordinances, resolutions and agreements.
2. The Board Secretary or designated alternate should be responsible for the publication and filing of all legal documents as required by law.
3. The Board Secretary or designated alternate should be responsible for the recording of all Board meetings.
4. The Board Secretary or designated alternate should be responsible for custody of the Corporate Seal of the Cary Park District and shall affix the Seal and signature to all instruments requiring such action.
5. The Board Secretary or designated alternate should be responsible for installation of all newly elected or appointed Commissioners.

This policy replaces and rescinds previous policy 3.06 in full.

Cary Park District
Board Policy Manual

Policy Name: **Board Treasurer Responsibilities**

Date Approved: 4/6/1982

Last Revision: 6/28/2012

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to clearly identify the specific responsibilities of the Board Treasurer.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Board Treasurer or designated alternate should serve as custodian of all monies and securities owned by the Park District.
2. The Board Treasurer or designated alternate should cause such monies collected by the Park District to be deposited in accordance with Board policies and operating procedures.
3. The Board Treasurer or designated alternate should prepare financial reports for the Board as directed.
4. The Board Treasurer or designated alternate should assist the District's auditors in preparation of the annual audit.
5. The Board Treasurer or designated alternate should annually prepare the Treasurer's statements for the annual levy and annual budget as required.
6. The Board Treasurer or designated alternate should respond to Commissioner inquiries regarding financial matters as necessary.
7. The Board Treasurer or designated alternate is identified as the IMRF Authorized Agent for all related IMRF purposes.

This policy revises and replaces previous policy 1-007d.r1 in full.

Cary Park District
Board Policy Manual

Policy Name: **Board Committees**

Date Approved: 6/10/1999

Last Revision: 11/19/2009

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to establish and operate with a Board approved committee structure that is aligned with the District's operation for planning, policy development and revisions, and area oversight.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Board will operate with the following standing committees
 - a. Park & Recreation Operations
 - b. Planning & Development
 - c. Administration, Finance & Personnel
 - d. Executive Director Review
2. The purpose and function of each committee are as follows:
 - a. Park & Recreation Operations.** To research, develop and recommend policies relating to parks, natural areas and open space maintenance, recreation programs, facilities and services; recommend long-range and strategic plans for parks and recreation operations; review annual park and recreation operations reports and plans; and oversee the District's operations in park maintenance, recreation programs, facilities and services.
 - b. Planning & Development.** To research, develop and recommend policies relating to the District's park site plans and park development; recommend long-range and strategic plans for park site development; review development plans; and oversee the District's operations in planning and development.
 - c. Administration, Finance & Personnel.** To research, develop and recommend policies relating to administration, finance and personnel; recommend long-range and strategic plans for the District's administrative, financial, personnel, technology, safety, risk management and security issues; review annual administration, finance and personnel operation plans; finalize and recommend budget and appropriations ordinance and annual levy ordinance for Board consideration; review and recommend Board policies and procedures; and oversee the District's operations in administration, finance, personnel, safety, risk management and security. This Committee also serves as the District's Audit Committee.
 - d. Executive Director Review Committee.** To annually prepare and implement the performance appraisal system used to review the performance of the Executive Director.

3. Each Committee identified within this Policy will have three Commissioners appointed and serving as voting members of that Committee.
4. Committees should develop and make policy recommendations to the Board for final disposition.
5. Committees do not establish policy for the Cary Park District. Appropriate approval at the Board level constitutes establishment of Board policy.
6. Committee items may be sent to the Board for review or redirection by vote of the Committee. Items may also be sent to the Board for action with or without recommendation based on the Committee member vote.
7. All non-appointed Commissioners are invited to attend any committee meeting in a non-voting capacity. Commissioners attending a committee meeting in a non-voting capacity are allowed to participate during discussion of an item, but shall not vote on any recommendation direction.

This policy revises and replaces previous Policy 1-008.r7 in full.

Cary Park District
Board Policy Manual

Policy Name: **Board Member Development**

Date Approved: 5/13/1999

Last Revision: 2/27/2003

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to provide board members with equal opportunity to attend local, state and national meetings designed to familiarize members with park and recreation issues, governance and legislation. Educational materials, publications and other relative items will be made available to board members for their use while serving as commissioners. Participation in Illinois Association of Park District (IAPD) training programs and materials is highly encouraged.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Executive Director shall provide new board members with the following basic items:

- a. The Park District Code.
- b. The Park Commissioner's Handbook, IAPD.
- c. Cary Park District Board Policy Manual.
- d. Minutes of the preceding six (6) months meeting minutes.
- e. Cary Park District Master Plan and Strategic Plan.
- f. IAPD New Commissioner Training Program/Workshop
- g. Parks, Facilities and Recreation Programs Tour and Information.
- h. Current Mission, Goals and Objectives.
- i. Current fiscal year budget.
- j. Commissioner business cards.

The Executive Director can provide additional information as deemed necessary for complete orientation to the District's operations and new board member's responsibilities.

2. The District will budget for all Commissioners to attend the annual Illinois Parks & Recreation Conference.
3. The District will budget for at least one Commissioner to attend the annual National Recreation & Parks Congress. Equal opportunity will be provided for each commissioner to attend the Congress sometime during respective terms. The Board will make the final determination regarding who will represent the District.
4. The District will budget an appropriate amount for Commissioners to attend other related workshops, conferences and seminars, and for related training materials.

This policy revises and replaces Policy 1-009.r1 in full.

Cary Park District
Board Policy Manual

Policy Name: **Board Member Business-Related Expenses**

Date Approved: 7/08/1999

Last Revision: 11/17/2016

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to establish procedures through Ordinance O-2016-17-10 for the District to comply with the Local Government Travel Expense Act (PA 099-0604) to reimburse and document Board members' travel, meal and lodging expenses incurred while attending meetings, seminars, or conferences sponsored by the Illinois Association of Park Districts (IAPD), Illinois Park and Recreation Association (IPRA), National Recreation and Park Association (NRPA) and other Park District business-related expenses.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. Each year within the annual fiscal year budget, budgeted expenses based on an estimate of the cost of travel, meals and lodging of Board members participation in meetings, seminars and conferences as described above will be included within the Corporate Fund of the District. An equal expense amount will be estimated and budgeted for each individual Board member, unless a Board member requests dollars not be reserved for this purpose on their individual behalf. The primary opportunities for the District and Board members to incur expenses for travel, meals and lodging include the annual: IAPD/IPRA state conference in January, NRPA national conference in October, and IAPD legislative conference in May.
2. The maximum total amount the District will reimburse a Board member for single event associated with this policy is \$5,000. The maximum amount may be exceeded because of an emergency or other extraordinary circumstances upon approval of the expense by a majority roll call vote of the Board of Commissioners.
3. No Board member or officer shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.
4. Travel, meal and lodging expenditures with receipts attached must be documented on form 1-010, Attachment A, Expense Report; whether the expenditures are being requested for reimbursement or were paid for by the District at the time of service.
5. All expenses associated with travel, lodging and meals whether paid for by the District at time of service or reimbursed shall be approved or rejected by the Board by a majority roll call vote as part of its regular consideration of accounts payable during Board of Commissioners meetings.

Board President Signature: *William Krueger*

6. When possible, advance payments shall be made for specific travel reservations and advanced registration and lodging arrangements in an effort to take advantage of any discounts available to the District.
7. When possible, District staff should register Board members and complete or reserve travel and lodging arrangements to avoid Board members incurring out of pocket expenses for these items that would necessitate reimbursement.
8. **LODGING:** When possible, a reduced cost conference or government rate for a single room accommodation should be utilized. Board members shall pay personal expenses that are charged to a hotel room bill prior to checkout.
9. **TRAVEL:** The most responsible transportation option shall be used, providing that no hardship shall be caused to the Board member. Shuttles associated with conferences, hotels and airports should be used when available. Transportation will be advance purchased, paid for at time of service by the District or reimbursed with acceptable receipts attached to Expense Report for the following:
 - a. Air travel at the coach or single class commercial airline rate.
 - b. Rail or bus travel at actual cost; may not exceed the cost of coach airfare.
 - c. Personal automobile, reimbursed at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. Toll charges and parking costs will also be reimbursed.
 - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the Expense Report.
 - e. Taxis, limousines or other local transportation costs.
 - f. Parking fees.
10. **MEALS:** The Park District will provide for reasonable meal expenses, based upon current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred, for a Board member while engaged in Park District business, whether paid for by the District at time of service or reimbursed, with acceptable receipts attached to Expense Report. A bill for a group function should have the names of members attending noted on the receipt.
11. Miscellaneous expenses may be included for any other associated travel costs related to board activities and/or on-site purchase of educational materials with acceptable receipts attached to Expense Report.
12. When a Board member is accompanied by others not on official Park District business, any lodging, transportation, meals or other expenses above those incurred by the Board member will not be reimbursed or paid for by the District at time of service.

This policy revises and replaces Policy 1-010.r1 in full.

Policy Number: **1-010.r2**
4-022

Attachment A

***Cary Park District
Expense Report***

Name: _____ Date: _____

Position: _____

Title and Date(s) of Seminar, Conference or Training: _____

Expenses Incurred with Acceptable Associated Receipts attached (including travel, meals, and/or lodging):

(continue on back if necessary)

Employee's/Officer's Signature: _____

Date: _____

Cary Park District
Board Policy Manual

Policy Name: **Commissioner Use and Review of Parks and Recreation Programs, Facilities & Services**

Date Approved: 5/27/2004

Last Revision: 1/26/2017

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to encourage Commissioners to visit parks and actively participate in the recreation programs, facilities and services that are provided in order to assess their impact and value as part of the District's operations. Where possible, Commissioners should be encouraged to provide Management with an evaluation of such use.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. For the purposes of this policy, immediate family member means the Commissioner's spouse, civil union partner, and dependent children as shown on the Commissioner's most recent tax return.
2. Recreation Programs:
 - a. Commissioners and immediate family members are eligible to register for any recreation program for their personal (not team) participation at no charge. A Commissioner may be responsible for additional fees and charges that the Park District pays to an outside supplier/vendor for participation, required deposits or program/uniform supplies that are an additional cost.
 - b. The Commissioner should submit the Commissioner/Employee Fee Waiver/Discount form (attached) at any time during the registration process, however the registration will not be processed until the designated resident only registration period has expired.
 - c. The Commissioner or immediate family member can choose to have their registration processed during the designated resident only registration period however 100% of the appropriate resident fees must be paid. The Commissioner or immediate family member cannot withdraw and then re-register for the exact same program during that season and attempt to use the Commissioner's discount.
3. Fitness Center:
 - a. Commissioners and immediate family members are entitled to a fitness center membership at no charge.
4. Aquatics/Pool:
 - a. Commissioners and immediate family members are entitled to a pool season pass at no charge.
5. Foxford Hills Golf Club:

Commissioners are entitled to discounts and fee waivers (Attachment A).

6. Recreation Facilities:

- a. A Commissioner can reserve a facility or room for their personal use at no charge, provided there is already staff on duty at the time of the rental. If outside of normal operating hours, the Commissioner should pay the cost of having a staff member present on premises. Other costs necessitated by the use of the facility may be charged and payable by the Commissioner.
- b. The Commissioner must complete the appropriate facility reservation request and permit application form, and sign all liability, indemnification and hold harmless waivers.
- c. The facility rental use is intended to be for one-time, family-related functions and not for an ongoing series of meetings (but is not limited to only one function).
- d. EXCEPTION: Foxford Hills Golf Club facility rental information is identified separately.

7. Evaluation:

- a. A Commissioner or immediate family member, who visits a park site or facility, participates in a recreation program, or takes advantage of provided services, should provide a review of their use.
- b. Where evaluation forms or comment cards are provided, the Commissioner or immediate family member should complete the formal evaluation form and return it to the appropriate manager or comment box upon completion of their visit, participation or use.
- c. Where formal evaluations are not available, the Commissioner or immediate family member should provide an informal review of their use to the Executive Director or other management staff, either verbal or written, at their earliest convenience.

This policy replaces 1-010a.r1 in full.

***Cary Park District
Employee Fee Waiver/Discount Request***

To be completed by the Employee:

Name_____ Date_____

Department_____

Employment Classification Circle One:
FT PT1 PT2 Seasonal

Length of Employment in Classification:_____

Type of Waiver Requested: (Check one)

Fitness Membership___ Pool Pass___ Other ___*Describe*_____

Facility Rental_____ *Facility Requested*_____

Program_____ *Name of Program*_____ *Program Dates*_____

(Please complete and attach any registration, liability waiver, rental forms, etc. that are required for participation or rental.)

Who will attend program? ☐ Employee ☐ Other (If other, complete next line)

Name_____ Relationship to Employee_____

Please note that any fee waivers determined to be taxable to the employee under Internal Revenue Code will be included on the employee's W-2.

Office Use Only below this line

To be Completed or Confirmed by Superintendent of Recreation:

Employee Start Date_____ Employee Position_____

Employee Classification_____ Total Years of Service _____

Eligible Discount Percentage Amount Determined To Be: _____

After Discount, Fee to be charged _____

Any Additional Fees required_____

Signature _____

Date_____

Superintendent of Recreation



PD Employee Benefit/Commissioner Review Rates @ Golf Course
2018



	A (1) Golf/Cart Fee	B Guest	C (1) Range Fee	D (1) (2) F&B	E (3) Merchandise	F Lessons	G (4) Programs	H Season Pass	I Room Usage
FT Employee/Commissioners	No Fee.	Limit 3. Monday-Thursday anytime. No fee Monday-Thursday. Friday-Sunday before 12pm - guest 1 \$35, guest 2 and 3 full rate. Friday-Sunday after 12pm - \$35 guest 1, 2, 3.	No Fee.	50% discount clubhouse purchases only, no discount on alcohol. No discount on course.	Retail less 25%.	Responsible for fee at resident rate. Spouse and dependants also eligible, FT Employee is required to complete registration for all eligible.	No fee. Spouse and dependants also eligible. FT Employee is required to complete registration for all eligible. PGA Jr. Golf League Minimum fee of \$75/junior which goes directly to PGA.	Spouse and dependants eligible for 5 - day pass option only. Responsible for fee at resident rate less 50%. FT Employee is required to complete registration for all eligible.	\$50 fee for set up/clean up, No minimum spending limit, 10% discount on food, no discount on alcohol.
PT I Employees	No Fee.	Limit 3, Monday-Thursday anytime. Guests 1 no fee, Guest 2 and Guest 3 - \$35 flat fee. Not applicable on weekends.	No Fee.	50% discount clubhouse purchases only, no discount on alcohol. No discount on course.	Retail less 25%.	No Benefit.	No fee. Spouse and dependants also eligible at resident rate less 50%. FT Employee is required to complete registration for all eligible.	No Benefit.	No Benefit.
PT 2/Seasonal Employees	No Benefit.	No Benefit.	No Benefit.	No Benefit.	No Benefit.	No Benefit.	No Benefit.	No Benefit.	No Benefit.

(1) - FT/Commissioner/PT1 Benefit-Employee must play in group with guests. Guest (s) will receive the same benefits as employees Letters A or C or D only.

(2) - F/B discount includes spouse and dependants when dining only.

(3) - Letter E - excludes Pro VI, Nike XI Spin, Nike XI Distance and Bridgestone Tour B330 golf balls. The discount is not applicable to SALE items.

(4) Programs defined are typically activities with multiple meeting dates (ex. 3 day clinic or the Jr. Golf League). Does not include special event activities typically one day activities (night golf, tournaments or one day events <spring scramble, club championship, little masters, turkey shoot, etc.>)

FHGC General Mgr. or Golf Professional will determine the definition of a Program via this benefit.

CPD will provide Golf Visions a listing of eligible employees (FT/PT I) and commissioners and will be updated as needed. Employees should be prepared to show a valid ID to FHGC staff.

Cary Park District
Board Policy Manual

Policy Name: **Board Member Requests for Information**

Date Approved: 10/14/99

Last Revision:

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to provide timely, consistent, accurate and thorough information in a fair and equal manner to the Board of Commissioners.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. Commissioner requests for Board-related information shall be directed to the Executive Director, and in writing if so requested by the Executive Director.
2. The Commissioner requesting information shall inform the Executive Director whether the request is urgent, the level of priority, and deadline for response, if any.
3. The Executive Director shall assess the urgency, priority and deadline of all requests submitted by a Commissioner, rank the requests and provide a response to the Commissioner or full Board as deemed necessary.
4. All requests for information requiring additional time for completion shall be so indicated by the Executive Director and an appropriate distribution date identified.
5. Requests for information or reports deemed excessive, time-consuming or frivolous by the Executive Director may be re-directed to the Board for discussion and final disposition.
6. This policy shall not conflict with the Freedom of Information Act.

This policy is new.

Cary Park District
Board Policy Manual

Policy Name: **Board Meeting Packet Distribution**

Date Approved: 7/27/2000

Last Revision: 6/28/2012

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to distribute the regular meeting board packet on a timely basis. Commissioners should be expected to prepare for meetings by reading and reviewing the materials provided. Transmittal of regular meeting board packets also allows for Commissioners to clarify or ask questions prior to the meeting.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Executive Director should be responsible for compilation of the board packet through the administrative offices.
2. The regular meeting board packet should be completed and distributed electronically or made available for pick-up no later than 5:00 pm on the Monday prior to a Thursday meeting date.
3. The regular meeting board packet should be available for public previewing at the front desk of the administrative offices no later than 8:30 am on the Tuesday prior to a Thursday meeting date. The packet should be available for public viewing during normal business operating days and hours.
4. Special meeting packets, if developed, should be distributed electronically or made available for pick-up no later than 48 hours prior to the meeting date unless otherwise permitted by law. Such packets should be available for public viewing no later than 48 hours prior to the meeting unless otherwise permitted by law.
- 5- Delivery of agendas, notices and board meeting packets via electronic means or to each Commissioner's Park District mailbox should constitute legal delivery of information to a Commissioner.

This policy revises and replaces Policy 1-012.r1 in full.

Board President Signature: Bonnie Hill

Cary Park District
Board Policy Manual

Policy Name: **Prospective Candidate Information**

Date Approved: 9/28/2000

Last Revision: 1/26/2017

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to provide prospective Commissioner Candidates with an information packet prior to any Park District Commissioner election.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Executive Director or authorized delegate should compile an information packet and make it available to any prospective candidate no later than ninety (90) days prior to the filing deadline for a Park District Commissioner election.
2. The prospective candidate information packet should include or provide direction where to find the information electronically for the following items:
 - a. State Board of Election materials required for filing
 - b. Cary Park District Freedom of Information Act packet
 - c. Three (3) most recent issues of recreation program brochures
 - d. Current park and facilities pamphlets, fliers and other descriptive information
 - e. Current Fiscal Year budget
 - f. Other current information that the Board or Executive Director deems necessary.
3. The Executive Director or authorized delegate should provide the same information in the prospective candidate information packet to each person requesting such a packet.
4. If possible, the Board President and Executive Director should offer to hold a pre-filing information meeting where prospective candidates could be part of a question and answer session about the Park District and the responsibilities of a Commissioner.
5. Upon filing, candidates should be notified and invited to attend any regular or special Board meeting, Committee or Task Force meetings that are held during the election process.
6. Upon filing, candidates should be provided with the names and contact information for all current Commissioners.
7. Upon filing, Commissioner-candidates should be recognized for their attendance during the Public Comment portion of a meeting.

This policy revises and replaces Policy 1-013.r1 in full.

Board President Signature: William Krueger

Cary Park District
Board Policy Manual

Policy Name: **NISRA Board of Directors Representative**

Date Approved: 10/14/1999

Last Revision: 6/22/2006

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to appoint the Executive Director or other individual as the official Cary Park District representative to the Northern Illinois Special Recreation Association (NISRA) Board of Directors.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The President of the Board should nominate the Executive Director or other individual for appointment as the Board of Directors Representative at the same meeting as other committees are appointed.
2. The NISRA Board of Directors Representative should serve as communication liaison between the NISRA Board of Directors and the Cary Park District Board of Commissioners.
3. The NISRA Board of Directors Representative should faithfully represent the Park District's opinion on the Board of Directors.

This policy revises and replaces Policy 1-014 in full.

Cary Park District
Board Policy Manual

Policy Name: **Formation of Citizen Advisory Committees,
Citizen Advisory Task Forces and Citizen
Advisory Special Committees**

Date Approved: 5/13/1999

Last Revision: 3/9/2000

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to form citizen advisory committees, citizen advisory task forces and citizen advisory special committees to assist the Board of Commissioners in developing policies and planning parks and recreation facilities.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. For purposes of this policy, the Park District will use the following definitions:
 - a. Advisory Committee: A group formed to provide advice on a routine basis to the Board in a particular area of the District's operation. By-laws are developed and approved for the group by the Board of Commissioners. Citizens serving on Board-formed advisory committees shall be appointed to specific length terms as determined by the by-laws. Advisory committee action takes the form of an approved recommendation of advice on policy matters. The group has no fiscal authority or operating responsibility and the Board determines the final policy action taken.
 - b. Advisory Task Force: A group formed to provide advice on a single, defined purpose to the Board or Board Committee. Once completed, the group is disbanded.
 - c. Advisory Special Committee. A group formed to provide special expertise to the Board or assigned staff member. Once completed, the group is disbanded.
2. The Board of Commissioners shall approve the formation, by-laws (if necessary) and dissolution of any advisory committee, task force or special committee.
3. At least one Commissioner shall be assigned to serve as chairperson, liaison or special member to any Board-formed group under this policy.
4. The Board will appoint citizens for Board-formed groups under this policy at a regular scheduled Board meeting. Citizens appointed by the Board must demonstrate a willingness to abide by the mission and goals of the Park District.
5. All Board-formed groups under this policy shall abide by the policies established by the Park District, and all related federal, state or local laws that govern Park District operations, including, but not limited to, specific requirements of the Illinois Open Meetings Act and Freedom of Information Act.

This policy revises Policy 1-015 in full.

Board President Signature: **David R. Gervais**

Cary Park District
Board Policy Manual

Policy Name: **Election of Officers**

Date Approved: >5/13/1999

Last Revision: 3/6/2003

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District for the Board of Commissioners to annually elect a President and Vice-president from among their number.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. All elected officers shall hold their respective offices for one year or until their successors shall be elected.
2. The District shall conduct an election for officers at its annual meeting.

This policy revises and replaces Policy 1-016.r1 in full.

Cary Park District
Board Policy Manual

Policy Name: **Appointment of Legal Counsel, Board
Secretary, Treasurer and Executive Director**

Date Approved: >5/13/1999

Last Revision: 2/27/2003

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to annually appoint legal counsel, board secretary, treasurer and the Executive Director.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Board will appoint legal counsel at the Annual Meeting.
2. The Board will appoint the Executive Director at the Annual Meeting.
3. Unless another individual is otherwise nominated by the Board at the Annual Meeting, the Park District Executive Director shall be appointed as the Board Secretary.
4. Unless another individual is otherwise nominated by the Board at the Annual Meeting, the Park District Director of Finance & Administration shall be appointed as the Board Treasurer.
5. The Board shall annually approve the appointment of Legal Counsel, Treasurer, Board Secretary and Executive Director by majority vote during the Annual Meeting.

This policy revises and replaces Policy 1-017 in full.

Cary Park District
Board Policy Manual

Policy Name: **Policy Manual Availability and Distribution**

Date Approved: 8/26/1999

Last Revision: 1/26/2017

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to make the Board Policy Manual readily available to the public and its employees, and assure that each manual is appropriately distributed and accurately updated.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Board Policy Manual will be available for public review and inspection at the Park District Administrative Offices during regular business hours.
2. The Board Policy Manual will be available for Board of Commissioners, employee, and Attorney review and inspection on the internal employee website, commonly called SharePoint®.
3. The Executive Director will be responsible to maintain a master hard copy of original signed Policies of the Board Policy Manual.
4. Each individual assigned a Board Policy Manual will be required to indicate their possession of the manual by signature.
5. The Executive Director or designated alternate will be responsible for updating the Board Policy Manual (the master copy and electronic copy on SharePoint®) as necessary.

This policy revises and replaces Policy 1-018.r2 in full.

Cary Park District
Board Policy Manual

Policy Name: **Intergovernmental, Civic or Community
Group Liaisons**

Date Approved: 10/14/1999

Last Revision: 3/6/2003

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to communicate and cooperate with other governmental, civic and community groups within and surrounding the District. To achieve that end, the District may appoint a liaison to assist in this role.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Board President will provide the Board with recommended appointees to serve as liaison with another governmental, civic or community group.
2. The Board of Commissioners will consider the recommended appointee for approval during a regular scheduled or special Board meeting.
3. The appointed liaisons will serve as the main channel of information flowing between the two organizations, and report to the Board on a regular basis.
4. The appointed liaisons shall represent the official position of the Park District while performing their duties with the appointed groups.

This policy revises and replaces Policy 1-019 in full.

ORDINANCE 99-00-15

AN ORDINANCE ESTABLISHING BOARD OF COMMISSIONER'S BOARD MEMBER MEETING REQUIREMENTS FOR PURPOSES OF DECLARING AN OFFICE VACANT FOR THE CARY PARK DISTRICT, McHENRY COUNTY, ILLINOIS

WHEREAS, the Cary Park District Board of Commissioners has regularly scheduled and special scheduled meetings in order to function and operate as a unit of government; and

WHEREAS, the Board Members elected to serve the residents of the Cary Park District should attend regularly scheduled and special scheduled meetings as part of their elected responsibilities; and

WHEREAS, the Cary Park District is authorized to establish meeting requirements and fix such requirements by ordinance according to Section 2-25 of the Illinois Park District Code (70 ILCS 1205/2-25); and

WHEREAS, it is in the best interest of the Cary Park District that said ordinance be adopted by the Board of Commissioners;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CARY PARK DISTRICT, McHENRY COUNTY, ILLINOIS, as follows:

SECTION 1: That the Board of Commissioners can declare an office vacant if a member:
a.) is absent from six (6) consecutive months of meetings; or b.) is absent from twelve (12) regular meetings within a consecutive twelve (12) month time period; or c.) is absent from six (6) special meetings within a consecutive twelve (12) month time period.

SECTION 2: That the Board of Commissioners will review the facts associated with the reasons for consecutive absences and determine if the Cary Park District shall declare an office vacant based on such facts.

SECTION 3: That this Ordinance shall be in full force and effect from and after its passage and approval.

AYES: Krenz, Graatsma, Renner, Stanko

NAYS: Gervais

ABSENT: _____

PASSED this 9th day of March, 2000.

CARY PARK DISTRICT

DIRG

David R. Gervais, President

ATTEST:

Stephen L. Cherveny

Stephen L. Cherveny, Secretary

Cary Park District
Board Policy Manual

Policy Name: **Board Member Office Vacancy**

Date Approved: 3/9/2000

Last Revision: 1/26/2017

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to identify the process it will take to appoint a new Board member in the event of a position vacancy.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Board of Commissioners may declare an office vacant whenever any elected Cary Park District Commissioner:
 - a. Dies;
 - b. Resigns;
 - c. Becomes under legal disability;
 - d. Ceases to be a legal voter in the Park District;
 - e. Is convicted of any infamous crime;
 - f. Refuses or neglects to take his or her oath of office;
 - g. Neglects to attend meetings of the Board for the length of time as the Board of Commissioners has fixed in Ordinance 99-00-15;
 - h. Or for any other reason specified by law.
 2. Upon notification of a possible Commissioner vacancy to the Board President or Board Secretary, the Board should review all of the facts or related information to determine if, by a majority vote of the remaining Board of Commissioners, the position should be declared vacant.
 3. The remaining Board of Commissioners seated can declare a position vacant by a majority vote of the remaining members present at a duly called meeting with an official quorum present. (A quorum being defined as 51% or more of the total remaining members present.)
 4. The remaining Board of Commissioners seated after declaring a position vacant should determine the process that will be conducted to fill the position based on the majority vote of the Board.
 5. Vacancies shall be filled by appointment by a majority of the remaining members of the Board.
 6. An individual approved for appointment shall be installed immediately when the appointment has been determined by a majority of the remaining members of the Board or as soon as possible thereafter.
 7. Any person so appointed shall hold his or her office until the next regular election for this office, at which a member shall be elected to fill the vacancy for the unexpired term, subject to the following conditions:
-

Board President Signature: William Krueger

- a. If the vacancy occurs with less than 28 months remaining in the term, the person appointed to fill the vacancy shall hold his or her office until the expiration of the term for which he or she has been appointed, and no election to fill the vacancy shall be held.
- b. If the vacancy occurs with more than 28 months left in the term, but less than 88 days before the next regularly scheduled election for this office, the person appointed to fill the vacancy shall hold his or her office until the second regularly scheduled election for the office following the appointment, at which a member shall be elected to fill the vacancy for the unexpired term.

This policy revises and rescinds previous policy 1-020 in full.

Board President Signature: William Krueger

Cary Park District
Board Policy Manual

Policy Name: **Recognition—Commissioner Service
& Memorials**

Date Approved: 3/22/2001
Last Revision: 12/18/2003
Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to recognize the contributions to the community of current and former Commissioners with appropriate recognition programs and memorials.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Park District should recognize an individual Commissioner's length of service in 5-year increments beginning with 10-years of service through the Illinois Association of Park Districts' Commissioner Service recognition program.
2. The Executive Director should provide for the planting of a memorial tree to recognize the service of each Commissioner upon their separation, whether by resignation or term completion. Each Commissioner shall only have one (1) memorial tree recognition for their services, with years of service indicated separately.
3. The Executive Director should establish a suitable park location for the tree memorial recognition program for retired Commissioners, and establish appropriate tree memorials as soon as practical.
4. The Executive Director should inform the Board of Commissioners as soon as practical regarding the death of a former Commissioner, and provide for an appropriate floral memorial or equivalent charitable donation in lieu of flowers to be sent on behalf of the Cary Park District.

This policy is revises and replaces previous Policy 1-023 in full.

Cary Park District

Mission Statement

The mission statement for the Cary Park District is:

Providing exceptional recreation, parks
and open space opportunities.

Date Approved: 8/18/1994

Revisions: 3/8/2001

1/19/2006

Last Reviewed: 1/19/2006

9/24/2011

9/08/2016 as part of Comprehensive Master Plan

1/26/2017

Cary Park District

Vision

The Cary Park District is committed as an organization to provide exceptional parks and lifelong recreational opportunities.

Recreation

Provide non-discriminatory leisure opportunities for the region to participate in active and passive, supervised and non-supervised, for-fee and free, parks and recreation programs, facilities and services.

Preservation, Heritage & Community Character

Lead the community in efforts to maintain and preserve the open space, natural and historical heritage, and “rural-suburban” character of the communities that we serve.

Service, Meeting the Needs of the Community

Provide services that are proactive where possible that meets or exceeds the current and future needs of the community.

Excellence & Value

Work with a commitment toward excellence and value as recognized by the community.

Cooperation

Through cooperation with other governmental, non-profit and private sector agencies, we can often get more accomplished for the community than our own individual efforts may allow.

Progressive Innovation

Lead the field in parks and recreation for communities our size through progressive and innovative practices.

Date Approved: 10/14/1999

Revisions: 3/8/2001

9/27/2001

1/19/2006

Last Reviewed: 9/27/2001

1/19/2006

9/24/11

9/08/2016 as part of Comprehensive Master Plan

1/26/2017

Cary Park District
Long Range Goals

The Long Range Goal of the Cary Park District is to provide exceptional services in the following areas:

- Parks & Open Space Operations. Provide park maintenance and open space preservation services to the community.
- Recreation Programs & Facilities Operations. Provide recreation programs, facilities and services to the community.
- Community Information. Provide communications, information and public relations services to the community.
- Administration. Provide support services in administration, finance, personnel, technology, risk management, planning and development to the agency.

Date Approved: 10/14/1999

Revisions: 3/8/2001

9/27/2001

1/19/2006

Last Reviewed: 9/27/2001

1/19/2006

9/24/11

9/08/2016 as part of Comprehensive Master Plan

1/26/2017

Cary Park District
Board Policy Manual

Policy Name: **Mission Statement, Vision, and Long
Range Goals Review Process**

Date Approved: 8/18/1994

Last Revision: 1/26/2017

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to approve and maintain a Mission Statement, Vision and Long Range Goals, and review these items on an annual rotating basis.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Mission Statement should be prominently displayed on all Park District information, when feasible as determined by the Executive Director.
2. The Board should schedule to review the Mission Statement, Vision and Long Range Goals every five (5) years, or sooner if necessary.
3. The Mission Statement, Vision and Long Range Goals should be attached to this policy as approved and/or revised as follows:
 - a. Attachment A, Mission Statement
 - b. Attachment B, Vision
 - c. Attachment C, Long Range Goals

This policy revises Policy 1-103.r4 in full.

Board President Signature: William Krueger