

# JOLIET PARK DISTRICT BOARD POLICY MANUAL



*Joliet Park District*

ESTABLISHED 1922

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# **Rules of Order and Operational Procedures for the Joliet Park District Board of Commissioners**

## **I. FORMATION OF THE JOLIET PARK DISTRICT**

### **A. Creation of the District**

The Joliet Park District was established in 1922 to provide indoor and outdoor recreation opportunities to serve the leisure needs of the community.

### **B. Governing Body**

The Joliet Park District is governed by a five-member Board of Commissioners. Each are elected to a four-year term by the voters of the District. The Board of Commissioners appoints the Executive Director and the Attorney for the Park District. The Board approves all policy decisions.

Please Note: The Joliet Park Foundation is a non-profit 501 (c) (3) organization governed by an independent, voluntary board. The Foundation enhances, supports and promotes quality facilities and services in cooperation with the Joliet Park District with a self-generating funding source of funds raised through special events. A Foundation Board is made up of community members and representation from the Park District Board.

## **II. THE BOARD OF COMMISSIONERS AS A TEAM**

- A.** The Board of Commissioners is a team with five (5) members, each equally responsible for seeing that the park district is properly managed in terms of planning, policy, and decisions on which the Board has reached agreement in a regular or special meeting.
- B.** The members of the Board of Commissioners are lay persons elected to sit as members of the Board of Commissioners and act in behalf of the welfare and to the benefit of the people of the District.
- C.** Members of the Board of Commissioners should be free from commitment to any special interest group or pressure.
- D.** The Board of Commissioners is in charge of a park district whose operation and management require technical experience and skill.
- E.** The Board of Commissioners can transact business, which is legally binding on the District only when it is in regular or special session with a quorum present and its proceedings recorded in the minutes of the meeting.
- F.** The direct administration of the Park District is delegated to the Executive Director whom the Board of Commissioners appoints as its chief executive officer. The Board of Commissioners will do an Annual Review of Executive Director. In Executive Director's absence, the Deputy Director will assume direct administration of the Park District.

- G. It is the function of the Executive Director to serve the Board of Commissioners as technical adviser in planning and policy-making; as an executive in seeing that legislation enacted is put into operation, and as a consultant in the process of evaluating the results of such legislation.
- H. The Board of Commissioners should avoid taking a direct hand in the administration of the Park District; thereby keeping the role and function of its executive officer clear to members of the community and the professional staff.
- I. The Board of Commissioners retains full legislative and judicial authority over the park district in accordance with park laws and the expressed will of the citizens, but delegates all executive, supervisory authority and operation to its professional staff under the direction of the Executive Director.
- J. While it is true that the individual board members exercise the authority and responsibility of his/her position only when the Board is in session, the public thinks of him/her as a member of the Board twenty-four hours a day, and his/her own interest and desire to serve his/her community through his/her membership on the Board of Commissioners continues when the Board is not in session. A single board member has no authority and cannot speak for the Board, but the public has a right to expect him/her to be able to discuss park matters with understanding and he/she has a right to expect to have access to the information which makes it possible for him/her to be informed about park affairs.

Much of his/her information may come to him/her in casual conversations with members of the public, parents, or employees of the Park District. Much more of this information will come from bulletins and publications from the offices of the Executive Director and members of his/her staff. But when a board member is seeking information about a specific problem, he/she may ask the Executive Director to prepare a report on the matter with the help of his/her staff.

At times a person or group of persons may confront a single board member with a problem or complaint which should be handled by the Executive Director or a member of the staff. Each board member must decide how much time he/she can spend at this sort of thing and what the demands of courtesy may be in each case, but the policy of the Board in such cases should be clear to all. No member, or the Board itself, will officially consider such problems or complaints until they have been submitted to the proper authority, the Executive Director, and a report has been made by the Executive Director to the Board in session, unless the complaint or concern directly involves the Executive Director in which case the Board member should consult with the attorney for the Park District.

When a member is confronted with a situation which, in his/her judgment, justifies a departure from his procedure, it is suggested that the Board member withhold commitment and/or opinion until the matter has been presented to the whole Board during a regular or special session. It is often wise for a board member to postpone the formulation of his own opinion until he/she has had the benefit of hearing the issue discussed by the Board where all aspects of the problem are aired.

- K. The meetings of the Board of Commissioners, both regular and special, are critically important to the District. It is here that the Board should give consideration to the recommendations and reports of its Executive Director.
- L. An effective meeting of the Board of Commissioners should have a well-planned agenda. The agenda should be planned by:
  1. The Executive Director, whose direct responsibility for the operation of the park district gives him/her direct knowledge of the policy, appraisal, and legislative needs of the District.
  2. The President of the Board of Commissioners who must chair the meeting, as the Board of Commissioners gives consideration to recommendations and reports.

**III. FUNCTIONS OF THE BOARD OF COMMISSIONERS**

It is the policy of the Board of Commissioners to recognize and maintain the distinction between those activities which are appropriate to the Board of Commissioners as the legislative, governing body of the park system, and those administrative activities which are to be performed by the Executive Director and his/her staff in the exercise of a delegated administrative authority. The functions of the Board of Commissioners can be described as (1) policy-making, (2) planning, and (3) evaluation.

The spirit and intent of the items comprising the description of “The Board of Commissioners as a Team”, as stated above shall be embraced in full by this set of Park District policies.

**A. The President**

The President shall:

1. Preside at all meetings of the Board of Commissioners.
2. Issue the call for the Board of Commissioners to meet as prescribed.
3. Appoint committees, sub-committees, advisory committees or task forces of the Board of Commissioners as may be needed and desired by the Board of Commissioners.
4. Help plan the meeting agenda.
5. Be elected for a term of one year as prescribed by law.
6. Keep the entire Board apprised of any-all significant meetings with affiliated elected officials (City, County State & Federal) concerning existing and future topics which directly or indirectly impact the Joliet Park District.

**B. The Vice President**

The Vice President shall:

1. In the absence of the President; shall perform all duties as prescribed by the law for the office and in case of the illness or resignation or death of the president shall become president for the unexpired term and a new vice president will be appointed by a majority of the remaining members of the Board.
2. Be elected for a term of one year as prescribed by law.

**C. The Treasurer**

The Treasurer shall

1. Have custody of the park funds. Shall present a statement of revenues and expenditures by fund type at least monthly and shall reconcile such statements with the finance department of the District.

2. The Treasurer shall have prepared and submitted to each member of the Board a detailed tabulated list of outstanding bills of the Park District three (3) days prior to the regular meeting of the Board to insure action of the Board thereon at the meeting. All unpaid vouchers shall be available for inspection by the Board at each meeting.
3. Shall be elected by the Board

#### **D. The Secretary**

The Secretary shall

1. Keep an accurate record of the proceedings of the Board and shall present a copy of the proceedings to each Board member four (3) business days prior to the next regular business meeting.
2. Issues calls to meeting as directed by the President or three members of the Board.
3. May or may not be a Board member.
4. Shall be appointed by the Board.

### **IV. POWERS AND DUTIES OF THE BOARD**

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

#### **A. Policies**

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

#### **B. Budget**

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

#### **C. Tax Levy**

To annually appropriate funds and levy taxes in order that the District's needs may be met.

#### **D. Official Actions**

The Board functions under the authority of the Illinois Park District Code, the "Code", and within the framework of laws, court decisions, opinions of the Illinois Attorney General and similar mandates from the state and national levels of government. Board members, collectively and individually, act as representatives of all residents of the District in maintaining and promoting the use of park and recreation activities. Through an evaluation of the available resources and the often conflicting needs and demands of all interested parties and groups, Board members seek to move toward decisions and actions which best serve the recreation needs of the community as a whole and/or as required by law.

**The Board shall concern itself primarily with broad questions of policy rather than with administrative details.** The application of these policies is an administrative task to be performed by the Executive Director and his/her staff who shall be held responsible for the effective administration and supervision of the District including all facilities and programs. All such facilities and programs shall be operated within the financial guidelines determined by the Board.

In the discharge of their duties, Board members act as a Board and not as individuals. The individual Board members have no more authority over park and recreation policies or personnel than any other citizen. He/she has no legal or moral right to speak for the Board unless specifically authorized to do so by action of the Board. It is improper, ill-advised and unethical for individual Board members to make public pronouncements and/or conjectures about Board matters either not yet decided by official Board action or decided in a properly called Executive Session of the Board. **Board members should respect the Board's commitment to work through its Executive Director.** Board members should also seek information from the Executive Director when asked by a resident to address a particular issue or complaint.

## V. MEETINGS OF THE BOARD

- A. Regular meetings of the Board of Commissioners are normally held on the fourth Monday of each month. Note: Regular Meeting dates are subject to change with Board approval.
- B. Special meetings may be held at any time upon the call of the President or any three (3) members of the Board by giving notice thereof in writing, stating the time, place, and purpose of the meeting. Such notice may be served by mail 48 hours before such meeting or by personal service 24 hours before such meeting. Notice of any special meetings shall be given as required by the Open Meetings Act (5 ILCS 120/1 et seq.)
- C. The Board of Commissioners shall have submitted by the Executive Director for its consideration three (3) business days before a regular meeting an agenda, which shall set forth the order of business for that meeting. The agenda shall contain supporting data for the suggested items of business with recommendations of the Executive Director, or people designated by him/her where he/she seems it advisable.
- D. The Board may close a portion of a meeting to the public for reasons provided in the Open Meetings Act which include but are not limited to discussion of acquisition of property, litigation, personnel, and collective negotiating, or meetings to consider the appointment of a person to fill a public office or vacancy in a public office where the body has the appointing authority, and to consider removal from office where the body has the equivalent power. **All matters discussed in executive session of the Board of Commissioners shall be kept confidential by all Commissioners. No final action can be taken in executive session. Any such closed meeting shall be held in accordance with the Open Meetings Act (5 ILCS 120/2 et seq).**
- E. The annual meeting of the Board shall be held on the fourth Monday of May. This shall be the organizational meeting of the Board where the new commissioners are sworn in and officers are elected. Other business may be conducted at this meeting. In the event the official election results are not issued by the County Clerk by the fourth Monday of May, the annual meeting shall be rescheduled and held at the first regular meeting after the official election results are transmitted by the County Clerk.
- F. Each Board member will have a packet of information delivered by email the Thursday before the Board meeting. This packet will include an agenda for the meeting and all support materials necessary for the Board member to prepare for the meeting.

**G. Quorum**

1. Three members shall constitute a quorum for each Board meeting and the transaction of business. No less than three votes are required for the Board to adopt any ordinance or resolution or approve any motion or action.
2. Three affirmative or “aye” vote shall be required to elect any officer of the Board of Commissioners, or to adopt any motion involving the expenditure of money; or the letting of any contract, or any motion upon which the “ayes” and “nays” are demanded by any member of the Board of Commissioners. A majority of quorum shall decide all other questions.
3. The gathering of three or more members of the Board for the purpose of discussing Park District business is an “open meeting” under the law. No more than two commissioners at a time should discuss park business outside of a public meeting.

**H. Absence from a Meeting**

Board members are expected to notify the administration office if unable to attend a meeting. If advance notice is provided to the administration office of a Board member’s inability to attend a meeting, such Board member shall be listed as an “excused absence” on the records of the District for such meeting.

**I. Vacancies**

In the event a vacancy in the membership of the Board occurs, a successor will be appointed by a majority of the remaining Board members. See section IX.

**J. Order of Business**

The order of business at regular meetings of the Board shall include:

- Call to Order
- Pledge of Allegiance
- Roll Call
- Approval of Minutes
- Approval of Bills and Payroll
- Approval of Treasurer’s Report
- Opportunity for Public to Speak
- Communications (Executive Director/Staff Reports)
- Old Business
- New Business
- Board Business
- Executive Session (where appropriate)
- Adjournment

**K. Rules of Order and Procedures for Meetings**

Illinois Association of Park District’s *Get on Board* book is to be used for reference to meeting procedures (Chapter 7 – “Productive Board Meetings”). Each Commissioner will receive a copy of the *Get on Board* book.

1. Commissioners should limit discussion on an issue and are discouraged from further speaking on an issue until each Commissioner is provided with an equal opportunity to speak on an issue.
2. Committees are where the background work and detail of an issue should be addressed. Committee chairs shall highlight the process that the committee followed to reach its recommendations.



3. Questions Regarding day-to-day operations should not be discussed at Board Meetings. Questions on day-to-day operations should be submitted to the President of the Board who will provide the question to the Executive Director in writing. The Executive Director shall then reply in writing to the particular Commissioner asking the question and the President.
4. Commissioners are expected to review and understand the Board Packet before the meeting. If there are questions regarding Agenda information, Commissioners shall contact the Board President and/or the Executive Director.
5. Procedures for Meetings:

**Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)

**Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.

**Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. A "friendly amendment" can also be made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.

**Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.

**Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A majority vote is required for passage. If it is passed, the motion on the floor is voted on immediately.

**Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.

**Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

**L. Corporate Powers of the Board of Commissioners**

The Board of Commissioners derives its legal status from the constitution of the State of Illinois and the statutes enacted by the General Assembly. The Board of Commissioners acts as an agent of the State in putting a park and recreation system into operation in accordance with the laws of the State.

**M. Voting**

All votes on motions in connection with contracts, ordinances, expenditure funds, or employment of personnel and all resolutions shall be by "Ayes" and "Nays". The vote shall be recorded.

**N. Amendment or Suspension of Policies**

1. Any policies of the Board may be suspended or revoked by a majority vote of the Board.
2. The Executive Director may, in case of emergency, suspend any part of these rules and regulations as they pertain to the administration of the District provided, however, that the Executive Director shall report the facts and reasons for such suspension at the next meeting of the Board, and provided further that the suspension shall expire at the time of said report unless continued in effect by the Board.

**O. Interest in Contracts**

No Commissioner may be in any manner financially interested directly in his own name or indirectly in the name of any other person, association, trust, or corporation, in any contract or the performance of any work in the making or letting of which such officer may be called upon to act or vote.

**P. Authority of Members**

1. Board members have authority only when acting as a body regularly in session.
2. The Board shall not be bound in any way by any statement or action on the part of any individual board member or employee of the District except when such statement or action is in pursuance of specific authority delegated by vote of the Board.

**Q. Special Committees**

The President may appoint special temporary committees or task forces of the Board for any purpose approved by the Board. The functions of such committees shall ordinarily be fact-finding, deliberative and advisory, and their reports shall be made to the Board of Commissioners for discussion and action. The function of such committees or task forces

may be legislative or administrative when so authorized by special action of the Board. The President of the Board and the Executive Director shall be ex-official member of all committees. Special committees shall be discharged upon completion of their assignment. All official committees of the Board shall abide by the Open Meetings Act when required.

**R. Place & Time of Meeting**

The Board meeting, as set by Resolution, shall commence at 5:00 p.m. on the fourth Monday of each month at the location of the administration office of the Park District for all regular and special meetings, except where the Board has, by formal action, agreed to a change of date or place for a particular meeting.

Residents of the District are encouraged to visit regular and special meetings of the Board of Commissioners.

**S. Minutes of the Board**

Records of Board action shall be set forth in full in the official minutes of the Board. The minutes shall be kept on files as the permanent official records of the District. The Secretary shall act as custodian of the minutes and shall make them available to any citizen desiring to examine them during office hours of the District, except those portions of the Executive Session minutes not released for public view.

**T. Duplication of the Minutes**

Duplicated copies of the minutes shall be prepared promptly after each meeting and shall be distributed to members of the Board three (3) days prior to the next regular meeting.

**U. Review of Closed Session Minutes**

At one meeting at least every six months, the agenda shall include the review of closed session minutes. Minutes shall be reviewed by the Executive Director and a recommendation made to the Board for formal action. Criteria for keeping minutes confidential are to protect the public interest or privacy of an individual or where there is a continued need to keep the records confidential.

**V. Maintenance and Public Release of Recordings and Access to Tapes**

The audio or video tape recordings of closed sessions shall be maintained for at least 18 months after the closed session and shall not be released to the public unless such release is required by a court order or specifically authorized for release by a vote of the Park District Board. Members of the Board may listen to the closed session recordings in the presence of the Park District Secretary or his designee. Copies of such tapes will not be made or provided to anyone unless specifically authorized by vote of the Park District Board.

**W. Destruction of Recordings**

The Board shall vote at the last Regular Board Meeting of the calendar year whether or not to destroy recordings over 18 months old. In voting for destruction, the Board shall consider: The Board has approved the minutes of the closed sessions as to accurate content, regardless of whether the minutes have been released for public review;

1. More than 18 months have elapsed since the date of the closed session;
2. There are no court order requiring the preservation of such recording; and
3. The Board has not passed a motion requiring the preservation of the verbatim recording of that meeting.

## VI. ADMINISTRATION AND FINANCE

### A. Fiscal Year

The fiscal year of the Joliet Park District shall be from January 1 to the next December 31.

### B. Budget/Appropriate Levy

The Board of Commissioners shall adopt an annual Budget and Appropriation Ordinance on or before March 30 of each fiscal year and a Levy Ordinance on or before the second December Board meeting of each year.

### C. Annual Audit

There shall be an annual independent audit of all funds and accounts of the District by Certified Public Accountants licensed to practice public accounting in the State of Illinois.

### D. Evaluation

1. The Board of Commissioners policies shall be evaluated and reviewed at least once every two years.
2. The Board of Commissioners shall conduct an annual evaluation of the Executive Director as specified in the employment agreement.

### E. All Board members and employees are expected to know and shall be responsible for observing all provisions of the law and all rules and regulations of the Board pertinent to their activities as Board members and employees of the District.

## VII. COMMISSIONER PRIVILEGES

### A. Compensation

Board members shall act without compensation.

### B. Conference and Seminars

Opportunities for Commissioners to attend and participate in professional conferences, conventions, workshops, seminars, and technical meetings shall be provided at District expense subject to budgetary provisions. Reimbursable expenses (for Commissioners only) shall include registration fee, transportation, lodging, meals, and other legitimate expenses pursuant to the Park District's Travel Expense Policy applicable to employees and officers. **Commissioners are required to actively participate in sessions when attending conferences and summaries of sessions attended may be requested.** The selection of Board attendees for all conferences is to be determined by the Board.

### C. Professional Associations

The District shall establish membership in and pay dues for Board members to the National Recreation and Park Association (NRPA) and the Illinois Association of Park Districts (IAPD) or any other professional association approved by the Board. Because both the NRPA and IAPD serve the educational, legislative and research needs of the Board, which subsequently benefit the District, and because members of the NRPA and IAPD boards of directors and committees are drawn from commissioners from throughout the nation and state, the Board encourages its members to serve on the boards and committees of NRPA and IAPD and shall reimburse any and all usual and

customary expenses incurred by Board members which are directly related to their involvement with NRPA and IAPD boards or committees and pursuant to the Park District's Travel Expense Policy.

**D. District Programs and Facilities**

The expectation is each Commissioner will become familiar with District facilities and programs based on their abilities and availability. To accomplish this, the following privileges are intended for Park District Commissioners' personal use only and do not apply to groups, organizations or clubs that the Commissioners may be associated with. The Executive Director and Board President will monitor use and report to the Board annually. The following privileges are only when a Commissioner is actively serving on the Board of the Joliet Park District and abuse of privileges while serving on the Board may cause forfeiture of privileges as voted by the majority of the Board.

1. Inwood Athletic Club  
Commissioners and immediate family members (spouse/partner and dependent children – under 26 years old) are offered a complimentary Inwood Athletic Club membership.
2. Splash Station  
Commissioners and immediate family members (spouse/partner and dependent children – under 26 years old) are offered complimentary free admittance to Splash Station.
3. Golf  
Commissioners and immediate family members (spouse/partner and dependent children – under 26 years old) are offered complimentary rounds with cart. **All golf tee times are dependent on availability; no reservations can be made during prime time hours (Monday – Friday before 10am and weekends)** Commissioners will be given twenty (20) individual guest passes per year. These will be cards issued to each Board member at the beginning of the season and will expire at the end of that Season.
4. Recreation Programs  
Commissioners and immediate family members (spouse/partner and dependent children – under 26 years old) are offered to participate in recreation programs at a reduced rate or no charge. Commissioners are responsible for any out-of-pocket expense in connection with the program (i.e. contractual instructor, trip admission, etc.).
5. Special Events  
Commissioners are offered reduced ticket price or free admittance to special events throughout the year. When applicable, the Board will approve a limited number of free admittance for Commissioners and immediate family members (spouse/partner and dependent children – under 26 years old) for an event.

## VIII. ETHICS AND CONDUCT

### A. Ethics Act

Commissioners must file a statement of economic interests, pursuant to the Illinois Governmental Ethics Act, with the County Clerk of Will County (5ILCS 420/1-101, et seq.).

### B. Legal Authority

The Board, as a whole, is the legal corporate authority of the District. As an individual, a Board member has no legal authority to determine policy, give directions to District personnel, or to act or speak for the Board unless specifically authorized to do so by official Board action. The Park District is governed by numerous statutes of the State of Illinois, the principal authority is the Illinois Park District Code (70 ILCS 1205/1-1, et seq.) hereafter, "Code", which is a codification of the general law relating to park districts in Illinois. References and excerpts from the Code and other related laws may be made in this manual.

### C. Representation

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

### D. Code of Conduct

The Joliet Park District Board recognizes the need for decision-making and public responsiveness, which requires a commitment to ethical, business-like and lawful conduct including proper use of authority and appropriate decorum when acting as a Board member. Accordingly, each Board member will:

1. When outside of Board meetings, avoid making individual pronouncements and public conjectures about agency matters not yet decided by the Board.
2. Represent all the people of the community while avoiding partisanship based on special interests.
3. Engage in no self-dealing or the conduct of any private business of personal services between any Board member and the organization except as statutorily controlled and authorized.
4. Recuses him/herself from discussing or voting on an issue about which he/she has an unavoidable conflict of interest.
5. Not promise in advance of a meeting how he/she will vote on any issue, reserving judgment until all facts have been presented.
6. Not use his/her position to obtain employment for him/herself, for family members or close associates.

7. Make decisions involving the welfare of the agency based on study and evidence, recognizing that personal feelings, opinions and other such factors are not conducive to sound decision-making; and understand that respecting the opinions of fellow Board members is vital.
8. The Board will focus on issues and not personalities. Members will conduct themselves with courtesy towards each other, the staff and public during Board meetings.
9. Accept principle of Board unity by supporting majority decisions of the Board.
10. Respect the Board's commitment to work with the Executive Director by:
  - a. Requesting desired information about the agency's programs directly from him/her,
  - b. Referring to his/her suggestions for new policies,
  - c. Seeking his/her professional advice,
  - d. Refraining from acting on any complaint until after the Executive Director has had an opportunity to investigate fully and report to the Board, unless the complaint is against the Executive Director, in which case the complaints should be reported to the President and the Attorney for the Board; and
  - e. Wholeheartedly support board-approved actions of the Executive Director and his/her staff.
11. Recognize that the individual Board member has no more authority over agency policies or operations than any other citizen and shall speak or act for the Board only when specifically authorized to do so by action of the Board.
12. Understand and respect the separation of Board responsibilities and functions from those of the Executive Director and Staff. The Board's responsibility is to ensure that the agency is well managed – not to manage the agency.
13. Not conduct "secret" sessions of the Board held without the presence of the Executive Director (unless discussing the performance or employment of the Executive Director) or in violation of the Open Meetings Act.
14. Respect the confidentiality appropriate to issues of a sensitive nature.
15. Commit to regular attendance at Board meetings and be properly prepared for Board deliberation.
16. Attend available training and understand and follow all provisions of the Illinois Open Meetings Act, as well as any other applicable statutes that govern the conduct of elected officials.
17. Participate in Board development opportunities.

18. Develop productive relationships with other elected officials at the state, local and national levels.
19. Be available and responsive to the residents by interpreting the needs of citizens to the agency and be interpreting the actions of the agency to citizens without favor of any particular geographic area or interest group.
20. Keep the best interests of the agency in mind by considering him/herself a “trustee” of the agency and doing his/her best to ensure that it is well maintained, financially secure, growing and always operating in the best interests of those the agency serves.
21. Respect, listen and communicate with fellow Board members, the Executive Director and the staff.
22. Make a committed effort to continuing education and be well informed about issues and trends that could affect the agency.
23. Attend annual EEO and Anti-Harassment Trainings.

**E. Board Decisions**

Board members should make non-partisan decisions regarding District policies and operations based upon reports, facts, and study, not upon personal interest or prejudice.

**F. Board Unity**

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

**IX. VACANCY**

**A. Declaring a Vacancy**

A vacancy on the Board may be declared whenever any members (1) dies, (2) resigns, (3) becomes under legal disability, (4) ceases to be a legal voter in the District, (5) is convicted of an infamous crime, (6) refuses or neglects to take his/her oath of office, (7) neglects to perform the duties of his/her office or attend meetings of the Board, or (8) for any other reason specified by law (Code, 70 ILCS 1205/2-25).

**B. Method of Filling Vacancies**

Vacancies shall be filled by appointment by a majority of the remaining members of the Board. Any person so appointed shall hold his/her office as provided by law (Code, 70 ILCS 1205/2-25).

**C. Prospective Candidate Information Packet**

As directed by the Board, staff should prepare a prospective candidate information packet. The packet will be available to any declared candidate upon request. The packet should include essential information about the park district to include, at a minimum, park district seasonal and facility brochures, budget information, summary of current priorities and goals, and the organizational structure. The Joliet Park District logo is a registered trademark and cannot be used in any prospective candidate’s campaign signage, materials or communications.



**D. Orientation and Inauguration of Board Members**

Newly elected Commissioners will be given an orientation by staff. This will include, at minimum, distribution and review of the current budget, organization chart, distribution and review of the Master Plan, distribution and review of the Board Manual, review of the Administrative Manual, review of the Personnel Policy Manual, review most recent community wide survey and visit select parks and facilities. Newly elected or re-elected Commissioners shall be inaugurated at the annual meeting held the second Monday of May. At this time the “old” Board shall meet and conduct any old business. The Secretary shall then administer the oath of office to the newly elected Commissioners and the re-elected Commissioners and the meeting will adjourn. The new Board shall then convene the annual meeting.

**X. GOVERNANCE RESPONSIBILITIES**

The list below reflects the govern responsibilities of the Park Board and Executive Director.

TOPIC/RESPONSIBILITY	BOARD	DIRECTOR
<u>Amend the District’s Policies</u>	X	
Amend the District’s Personnel Policies	X	
Adjust salary ranges	X	
Alter the fringe benefit package	X	
Create new positions (including drafting job description)	X	X
Approve job descriptions	X	
Grant raises of merit within budget		X
Approve District’s budget	X	
Set direction of the various funds or total budget		X
Determine priorities of capital items	X	X
Approve new leisure programs		X
Approve documents for disposal with Board’s notification		X
Set fees for leisure programs		X
Set fees for special facilities	X	
Set tax levy	X	
Select Audit firm	X	
Determine special audit areas of investigation	X	
Select members of focus groups/advisory committees		X
Determine components of a park design		X
Negotiate & enter into agreements with other govt units	X	
Purchases over \$25,000	X	
Purchases under \$25,000		X
Approving agreements over 1 year	X	
Approving agreements less than 1 year		X