



# BOARD POLICY MANUAL

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**QUINCY PARK DISTRICT**  
**- BOARD OF COMMISSIONERS -**

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## **SECTION I. THE BOARD OF COMMISSIONERS**

1. **NUMBER OF COMMISSIONERS AND TERMS**: The government of the District is vested in the Board of Commissioners who collectively constitute the corporate authority. The Board shall be comprised of seven (7) Commissioners, each serving a four (4) year term of office. Terms are designated to expire on a staggered system.
2. **INAUGURATION**: Newly elected or re-elected Commissioners shall be inaugurated at the first regularly scheduled monthly meeting following the canvassing of the election results. This will also be the reorganizational meeting of the Board.
3. **OATH OF OFFICE**: All elected and appointed Board members, before entering upon the duties of his/her office, shall take and subscribe to the oath of Office.
4. **VACANCIES IN OFFICE**: Whenever any member of the Board dies, resigns, changes residency outside the District or otherwise ceases to be a legal voter in the District, be convicted of an infamous crime, refuses or neglects to take the Oath of office after becoming elected to the Board, has his/her election to the Board declared void by a court of competent jurisdiction where such election has been contested, or for any other reason now or hereafter specified by law, said office may be declared vacant by the Board and duly filled in accordance with applicable State statutes.
5. **COMPENSATION AND EXPENSES**: In accordance with State statute, Board members serve without compensation; however, Board members, consistent with their obligations, shall visit any and all parks facilities and programs on a regular basis, as stipulated in **SECTION 1 - PARAGRAPH #7**.

Authorized travel or other expenses, incurred by the Board, which are directly related to the business of the district shall be reimbursed upon documentation of such expenses in accordance with the following policy:

- A. In conjunction with the preparation of the budget and appropriation ordinance of the Park District for each fiscal year, the District Board will determine the aggregate amount of funds to be made available for Commissioner attendance at meetings, conferences, and other authorized expenses.
- B. Prior to each approved meeting and/or conference, the Board will designate those Commissioners who are authorized to attend on behalf of the District.
- C. The Board shall designate approved meetings and/or conferences that may include but are not limited to the following:
  1. Sponsored by the National Recreation and Park Association which include educational sessions for commissioners.

2. Sponsored by the Illinois Association of Park Districts which include educational sessions for commissioners.
3. Sponsored by the Illinois Park and Recreation Association which include educational sessions for commissioners.
4. Meetings and/or conferences wherein the district has been selected to officially receive an award or other recognition.

- D. Directly related district business expenses for approved conference and travel shall be paid by the District based on the following:
- approved transportation expenses shall be reimbursed,
  - lodging, the cost of a single room at the approved conference site shall be reimbursed,
  - the total cost of registration will be paid by the District,
  - the IRS Per Diem rate will be provided for the meal allowance.

Original receipts or equivalent evidence must be provided for reimbursable expenses along with an expense report within one week of return.

- E. Use of personal vehicles for district business occurring outside of the District, , shall be reimbursed at the current IRS determined auto expense reimbursement rate.

6. ANNUAL REORGANIZATION MEETING: The regular Board meeting of the second Wednesday in May of each year shall be designated as the Annual Reorganization Meeting. The first order of business shall be the Board election of officers to serve until his/her death, or until he/she shall resign as such officer (or in case of the President and-Vice President, as a member of the Board), or until he/she has been removed in the manner provided in the "Park District Code." Vacancies created in any office by the removal of an officer or for any other reason, may be filled by the Board at any of its meetings. In case of temporary absence or the temporary inability of an officer to act as such, the Board may fill his/her office temporarily.

7. FACILITY USE PRIVILEGES: Board Members have the duty to inspect and/or utilize specified district facilities during the conduct of their duties as Commissioners at their own expense. Said use fosters an understanding of district operations and general policy oversight of facility maintenance and quality of public services.

8. PRIMARY POWERS/FUNCTIONS OF THE BOARD:

- A. 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.

- B. Representation: Board members represent all of the residents of the District and should avoid representing special interest groups.
- C. Board Decisions: Board members should make non-partisan decisions regarding district policies and operations based upon reports, facts and study.
- D. Establishment of Policy: Board members establish organizational, executive and administrative policy to be carried out by the Executive Director. Operational policy and the day-to-day affairs of district management authority are vested with the Executive Director.
- E. Salary Administration: Board members establish and may amend the District Salary Administration Program, as organizational policy, and shall establish salary budget appropriation limits. With the exception of Board appointed employees and Special Consultants, annual employee salary increases, within pre-authorized Board appropriation limitations, are construed as operational policy.
- F. Park/Major Facility Master Site Planning: Prior to Executive submittal of a formal Master Site Development Plan for Board consideration and approval, appropriate impacted community meeting (s) shall be conducted by district administration to determine affected public needs, attitudes and interests.
- G. Naming of Parks/Facilities: It is the responsibility of the Board to select names for new parks, buildings or facilities, or when appropriate, to change the name (s) of park property of the District. Refer to Policy and Procedure Manual Chapter 4 Sections 4.1-4.3.
- H. Verbal/Written Agreements Affecting District Facility Use and /or District Expenditures: Deleted by Board action on July 9, 1997.
- I. Donations/Grants/Gifts to District: Monetary and non-monetary donations, grants and gifts, to the district, representing a value of \$5,001 or more, must receive Board approval prior to acceptance. Private, organizational and corporate donations, grants, and gifts will not be Board approved without initial formal submittal of a Statement of Conditions, duly signed by the official representative of said group, individual or corporate entity.
- J. Establishment of District Facility Use/Recreation Program Fees: All District facility use fees are subject to the prior approval of the Board. Recreation program and public service fees are not subject to Board approval if said fees are sufficient to meet all anticipated program/activity direct implementation costs.
- K. Specific Functions of the Board:

1. Tax Levy: Provides for the levy of taxes pursuant to the authority granted by State statute. Such levies shall provide for the generation of sufficient revenue to pay the cost of the district's operation, as required.
  2. Budget and Appropriation Ordinance: In accordance with State statute, annually adopts a District budget and appropriation ordinance which establishes various fund expenditure and revenue limitations for the current fiscal year.
  3. District General Operations Budget: Annually reviews and adopts a District fiscal year, modified program budget, delineating fund and account authorized expenditures and revenues.
  4. Collective Bargaining Working Agreement (s): stipulated by the Illinois Labor Relations Board officially recognizes certified Union collective bargaining units and considers approval of negotiated collective bargaining agreement(s).
  5. Appointment of Executive Director and Special Consultants: Appoints Executive Director, District Attorney, and other special consultants, as authorized by the Board.
  6. Approval of District Annual Audit: Hires the services of an independent, Certified Public Accountant to conduct a full audit of District finances on an annual basis. Said Audit shall presented to the board for consideration and approval.
- L. Development of Operating Procedures: It is the policy of the Quincy Park District to authorize the Executive Director to establish and enact operating procedures to assure successful implementation and compliance with Board policies.
1. The Board may direct the Executive Director to include specific operating procedures as developed in the policy review process. The Board shall not otherwise develop operating procedures for the District operations.
  2. The Executive Director shall approve all operating procedures developed for the District.
  3. The Executive Director or assigned delegate shall maintain all operating procedures in an organized and accessible format for employees, Board or public review.
  4. The Executive Director or assigned delegate shall train employees and hold them responsible for implementation of all approved operating procedures.



9. **TRAVEL EXPENSES:** The purpose of this policy is to establish guidelines in accordance with the Local Government Travel Expense Control Act (P.A. 99-0604) for elected officials of the District to follow when incurring business travel expenses while on assignments such as attending educational programs, association conferences or conducting onsite visits of parks and facilities for fact finding purposes outside of the local area. The Board of Commissioners must approve commissioner attendance and budgeted travel expenses in advance on a case-by-case.
- A. A meal allowance based on the IRS Per Diem rate, as published in Publication #1542 and further defined GSA, will be provided for the meals.
  - B. Lodging, the cost of a single room at the event shall be reimbursed/paid by the District.
  - C. Approved transportation expenses shall be reimbursed/paid by the district. Commissioners who intend to use their personal vehicle for business purposes must have the permission of their supervisor Director. A copy of the proof of insurance form must be provided to the business office and reviewed prior to being allowed to use a personal vehicle for business purposes. For mileage out of town, the employee will be reimbursed at the IRS current standard per mile rate with prior permission from his/her supervisor the Director. The District's standardized reimbursement form shall be completed that includes a written log is required for an individual gas mileage reimbursement and needs to be presented with the request for reimbursement to the Business office.
  - D. Entertainment expenses are prohibited, unless ancillary to the purpose of the program or event. Those include but not limited to shows, amusements, theaters, circuses, sporting events or any other place of public or private entertainment or amusement.

Original receipts or equivalent evidence for all the foregoing allowable expenses must be provided for reimbursable along with the completed District's standardized expense reimbursement report within one week of return to the Business office.

No reimbursement for registration fees, travel, meal, or lodging expenses shall be made without the consent of the Board of Commissioners by a roll call vote and based on proper documentation. Such documentation shall include 1) an estimate of the cost of travel, meals, lodging and registration expenses if they have not yet been incurred, or a receipt of those costs if the expenses have been incurred; 2) the name and job title of the individual requesting the reimbursement; and 3) the date of travel and a description of the event.

## **SECTION II: BOARD OFFICERS**

Officers of the Board shall be President, Vice President, Secretary, and Treasurer and such assistant secretaries, assistant treasurers and other officers as may be chosen by the Board.

1. PRESIDENT: The President shall preside at all meetings of the Board, and shall call special meetings thereof on his own motion or on the request of two or more of the members, and in the case of a special meeting shall cause notice to be given to all members as provided. He/she shall have the right to vote upon all questions coming before the Board and shall be a member thereof. The President shall be the executive officer of the Board. He/she shall sign all documents authorized by the Board in it's name and on it's behalf and shall see that all ordinances of the Board are enforced. He/she shall also perform such other duties of the office according to State statutes and the direction and approval of the Board.
2. VICE PRESIDENT: The Vice President, in the absence of the President, or in the event of his/her refusal or inability to act, shall be vested with the powers to perform the duties of the President.
3. SECRETARY: The Secretary shall be appointed by the Board and have the custody of the Corporate Seal and all books and records pertaining to the Secretary's office; shall attest and affix the Corporate Seal to all instruments requiring such action when authorized by ordinance or vote of the Board; and shall cause all ordinances, resolutions and other actions of the Board requiring filing and/or publication, to be duly filed and/or published. The Secretary shall give notice of and attend all meetings of the Board and keep full and true records of proceedings. The Secretary shall have the power to administer oaths and affirmations. The Secretary shall perform all duties pursuant to the State Statute and accept all duties prescribed by the Board. The Secretary need not be a member of the Board, may be a paid employee, and shall act under the general supervision of the President and Board.
4. TREASURER: The Treasurer shall be appointed by the Board and shall be the chief financial officer. The Treasurer shall report to the Board all receipts and disbursements and submit such financial statements and detailed information as may be required by the Board. The Treasurer shall advise the Board on financial policies, practices and investments. The Board may require such bonds as it deems necessary in connection with the office of the Treasurer. The Treasurer need not be a member of the Board, may be a paid employee, and shall act under the general supervision of the President and the Board.

### **SECTION III: BOARD COMMITTEES**

1. ESTABLISHMENT OF COMMITTEES: The overall objective of the Board committee structure is to provide appropriate, in-depth policy review and recommendations as they relate to specific and significant functions of the Park District. Committee assignments are made by the President of the Board. Every attempt is made to assign committee chair people who have demonstrated a knowledgeable interest in a specific committee. The Vice-President of the Board serves as the Chairman of the Finance Committee. With the exception of the finance committee and park foundation committee the Board President may activate or deactivate the noted standing committees as needed. All recommended committee Board policies must be submitted through the office of the Executive Director for transmission to the Board President.

2. APPOINTMENT OF COMMITTEE CHAIRPERSON/MEMBERS:

1. The President of the Board designates what committees shall be formed.
2. The President of the Board makes all committee appointments.
3. The number of Board members appointed to the committees is set by the Board.
4. All terms will be for one year.

3. FUNCTIONS OF AUTHORIZED COMMITTEES:

A. Finance Committee:

Reviews the financial stability of Park District operating, capital and debt service funds;  
Reviews proposed annual Park District budget and submits recommended action(s);  
Recommends ways and means to enhance District revenue capabilities without increasing taxes;  
Recommends effective cost-cutting strategies;  
As needed, reviews monthly expenditures.

B. Personnel:

Monitors the Personnel Code and recommends revisions, as needed; Reviews and recommends improved employee benefit programs; As appropriate, reviews the employment performance of board appointed district personnel and submits associated recommendations, including annual compensation, to the Board; Reviews and recommends Board action regarding district personnel reorganization proposals, Salary Administration Program revisions, requests for establishment of new regular full-time position classifications and authorization to hire additional regular full-time District personnel.

C. Building/Grounds:

Prepares and submits an inspection procedure for all district properties and facilities for Board completion;

Reviews and recommends Board policies governing public use of District owned properties;

Annually reviews building/facilities real property insurance limits of coverage.

D. Foundation:

Represents the Board of Commissioners at all foundation meetings;

Reports foundation findings and recommendations to the Board of Commissioners;

Advise the Foundation Board members on Park District philosophy, direction and priorities.

The Executive Director is an ex-officio member of the Park Foundation.

The Board President shall appoint two Commissioners to the Foundation.

- E. The Board President also selects commissioners to represent the District at City Plan Commission, Enterprise Zone Board and others as needed.

#### **SECTION IV. OPEN MEETINGS ACT**

##### **1. THE POLICY:**

It is the public policy of State of Illinois that public bodies exist to aid in the conduct of the people's business and that the people have a right to be informed as to the conduct of their business. In order that the people shall be informed, the General Assembly has found and declared that it is the intent to ensure that the actions of public bodies be taken openly and that their deliberations be conducted openly.

The General Assembly has further declared it to be the public policy of the State that its citizens shall be given advance notice of and the right to attend all meetings at which any business of a public body is discussed or acted upon in any way. Exceptions to the public's right to attend exist only in those limited circumstances where the General Assembly has specifically determined that the public interest would be clearly endangered or the personal privacy or guaranteed rights of individuals would be clearly in danger of unwarranted invasion.

##### **2. IMPLEMENTATION OF POLICY:**

To implement this policy, the General Assembly has declared:

- (1) It is the intent of this Act to protect the citizen's right to know; and
- (2) The provisions for exceptions to the open meeting requirements shall be strictly construed against closed meetings.

3. DEFINITIONS: OPEN MEETINGS ACT:

For the purpose of the Open Meetings Act:

"Meeting" means any gathering of a majority of a quorum of the members of a public body held for the purpose of discussing public business.

"Public body" includes all legislative, executive, administrative or advisory bodies of the state, counties, townships, cities, villages, incorporated towns, school districts and all other municipal corporations, boards, bureaus, committees or commissions of this State, and any subsidiary bodies of any of the foregoing including but not limited to committees and subcommittees which are supported in whole or in part by tax revenue, or which expend tax revenue, except the General Assembly and committees or commissions thereof.

4. OPEN MEETINGS:

All meetings of public bodies shall be open to the public unless covered under one of the following exceptions.

Remote Attendance:

Section 1. Policy Statement: It is the policy of the Quincy Park District that any member of the Board of Commissioners may attend and participate in any open or closed meeting of the Board of Commissioners from a remote location via telephone, provided that such attendance and participation is in compliance with this policy and any other applicable laws.

Section 2. Prerequisites: A member of the Board of Commissioners may attend a meeting from a remote location if the member meets the following conditions, a quorum is physically present throughout the meeting, and a majority of a quorum of the Board of Commissioners votes to approve the remote attendance:

- (a) The member should notify the Board Secretary at least 24 hours before the meeting so that necessary communications equipment can be arranged. Inability to make the necessary technical arrangements will result in denial of a request for remote attendance.
- (b) The member must assert one of the following three reasons why he or she is unable to physically attend the meeting.
  - (1) The member cannot attend because of personal illness or disability; or
  - (2) The member cannot attend because of employment purposes or the business of the Quincy Park District; or
  - (3) The member cannot attend because of family or other emergency.

Section 3. Voting Procedures: After a roll call establishing that a quorum is physically present, any member present may move that a member be permitted to participate remotely, specifying the reason entitling the absent member to participate remotely. All of the members physically present are permitted to vote on whether remote participation will be allowed. The motion must be approved by a vote of a majority of the quorum.

Section 4. Adequate Equipment Required: The member participating remotely and other members of the Board of Commissioners must be able to communicate effectively, and members of the audience must be able to hear all communications. Before approving remote attendance at any meeting, the Board of Commissioners shall provide equipment adequate to accomplish this objective.

Section 5. Minutes: Any member participating remotely shall be considered an off-site participant and counted as present by means of video or audio conference, for that meeting if member is allowed to participate. The meeting minutes shall also reflect and state specifically whether each member is physically present, present by video, or present by audio means.

Section 6. Rights of Remote Member: A member permitted to participate remotely will be able to express his or her 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. The remote member shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any remote member shall be called during any vote taken, and his or her vote counted and recorded by the Secretary and placed in the minutes for the corresponding meeting. A member participating remotely may leave a meeting and return as in the case of any member.

Section 7. Meetings: The term meeting as used herein refers to any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purposes of discussing public business.

Section 8. Closed Meetings: A quorum of the Board of Commissioners must be physically present at any closed meeting. Members participating remotely shall otherwise be entitled to participate in closed meetings by audio conference, in the same manner as at an open meeting.

Section 9. Committees, Boards and Commissions: This policy shall apply to all committees, boards and commissions established by authority of the Board of Commissioners. However, when remote attendance is possible only by audio connection, and an off-site member will be unable to view visual exhibits or demonstrations which may influence a decision by the

committee, board or commission, remote attendance should not be approved.

Construction of exceptions: The exceptions are in derogation of the requirement that public bodies meet in the open, and therefore, the exceptions are to be strictly construed, extending only to subjects clearly within their scope. The exceptions authorize but do not require the holding of a closed meeting to discuss a subject included within an enumerated exception.

5. EXCEPTIONS:

A public body may hold closed meetings to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
3. The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in this Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning.
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
6. The setting of a price for sale or lease of property owned by the public body.
7. The sale or purchase of securities, investments, or investment contracts.
8. Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.
9. Student disciplinary cases.
10. The placement of individual students in special education programs and other matters relating to individual students.
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self-insurance pool of which the public body is a member.
13. Conciliation of complaints of discrimination in the sale or rental of housing, when closed meetings are authorized by the law or ordinance prescribing fair housing practices and creating a commission or administrative agency of their enforcement.
14. Informant sources, the hiring or assignment of undercover personnel or equipment, or ongoing, prior or future criminal investigations, when discussed by a public body with criminal investigatory responsibilities.

15. Professional ethics or performance when considered by an advisory body appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence.
16. Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.
17. The recruitment, credentialing, discipline or formal peer review of physicians or other health care professionals for a hospital, or other institution providing medical care, that is operated by the public body.
18. Deliberations for decisions of the Prisoner Review Board.
19. Review or discussion of applications received under the Experimental Organ Transplantation Procedures Act.
20. The classification and discussion of matters classified as confidential or continued confidential by the State Employees Suggestion Award Board.
21. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.
22. Deliberations for decisions of the State Emergency Medical Services Disciplinary Review Board.
23. The operation by a municipality of a municipal utility or the operation of a municipal power agency or municipal natural gas agency when the discussion involves (i) contracts relating to the purchase, sale, or delivery of electricity or natural gas or (ii) the results or conclusions of load forecast studies.

A copy of the Open Meetings Act is included in the policy manual appendix.

6. FINAL ACTION:

No final action may be taken at a closed meeting. Final action shall be preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted.

All meetings required to be open to the public by this Act shall be held at specified times and places which are convenient to the public. No meeting required by this Act to be public shall be held on a legal holiday unless the regular meeting day falls on that holiday.

7. PUBLIC NOTICE:

Public notice of all meetings, whether open or closed to the public, shall be given as follows:

Every public body shall give public notice of the schedule of regular meetings at the beginning of each calendar or fiscal year and shall state the regular dates, times, and places of such meetings. An agenda for each regular meeting shall be posted in accordance with the posting notice procedure specified in subsection (b) at least 48 hours in advance of the holding of the meeting. The requirement of a regular meeting agenda shall not preclude the consideration of items not specifically set forth in the agenda. Public notice of any special meeting except a meeting held in the event of a bona fide emergency, or of any rescheduled regular meeting, or of any reconvened meeting, shall be given at least 48 hours before such meeting, which notice shall also include the agenda for the special, rescheduled, or reconvened meeting, but the validity of any action taken by the public body which



is germane to a subject on the agenda shall not be affected by other errors or omissions in the agenda. The requirement of public notice of reconvened meetings does not apply to any case where the meeting was open to the public and (1) it is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda. Notice of an emergency meeting shall be given as soon as practicable, but in any event prior to the holding of such meeting, to any news medium which has filed an annual request for notice.

Public notice shall be given by posting a copy of the notice at the principal office of the body holding the meeting, or, if no such office exists, at the building in which the meeting is to be held. The body shall supply copies of the notice of its regular meetings, and of the notice of any special, emergency, rescheduled or reconvened meeting, to any news medium that has filed an annual request for such notice. Any such news medium shall also be given the same notice of all special, emergency, rescheduled or reconvened meetings in the same manner as is given to members of the body provided such news medium has given the public body an address or telephone number within the territorial jurisdiction of the public body at which such notice may be given.

#### 8. SCHEDULE OF MEETINGS:

In addition to the notice required, each body subject to this Act must, at the beginning of each calendar or fiscal year, prepare and make available a schedule of all its regular meetings for such calendar or fiscal year, listing the times and places of such meetings.

If a change is made in regular meeting dates, at least 10 days' notice of such change shall be given by publication in a newspaper of general circulation in the area in which such body functions. Notice of such change shall also be posted at the principal office of the public body. Notice of such change shall also be supplied to those news media which have filed an *annual request* for notice.

Other Notices-Failure to receive notice: The notice requirements of this Act are in addition to, and not in substitution of, any other notice required by law. Failure of any news medium to receive a notice provided for by this Act shall not invalidate any meeting provided notice was . in fact given in accordance with this Act.

#### 9. MINUTES OF MEETINGS:

All public bodies shall keep written minutes of all their meetings, whether open or closed. Such minutes shall include, but need not be limited to:

- (1) the date, time and place of the meeting;
- (2) the members of the public body recorded as either present or absent; and

- (3) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

The minutes of meetings open to the public shall be available for public inspection within 7 days of the approval of such minutes by the public body. Minutes of meetings closed to the public shall be available only after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential.

Each public body shall periodically, but no less than semiannually, meet to review minutes of all closed meetings. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

#### 10. AUTHORITY TO CLOSE MEETINGS:

A public body may hold a meeting closed to the public, or close a portion of a meeting to the public, upon a majority vote of a quorum present, taken at a meeting open to the public for which notice has been given as required by this

Act. A single vote may be taken with respect to a series of meetings, a portion or portions of which are proposed to be closed to the public, provided each meeting in such series involves the same particular matters and is scheduled to be held within no more than 3 months of the vote. The vote of each member on the question of holding a meeting closed to the public and a citation to the specific exception which authorizes the closing of the meeting to the public shall be publicly disclosed at the time of the vote and shall be recorded and entered into the minutes of the meeting. Nothing in this Section or this Act shall be construed to require that any meeting be closed to the public. Only topics specified in the vote to close under this Section may be considered during the closed meeting.

#### 11. AGENDA PROCEDURE:

The Executive Director, in concert with the Board President, shall develop the regular meeting agenda, as well as, provide any relative information. The Board may delete agenda items as the need occurs. Board members providing agenda items must do so, through the President of the Board, five (5) working days prior to the regular meeting. Special or Emergency Meeting agendas will be prepared by the Executive Director unless said meeting is called by the President at the request of two or more members of the Board, in which case these Board members will be responsible for agenda content. The agenda must be posted at the meeting site 48 hours in advance for regular, special, or reconvened meetings.



**EXECUTIVE SESSION:** In accordance with 5 ILCS, Par. 120/2c, I move that the Board convene into Executive Session to discuss: (read item(s) from List) **(ROLL CALL VOTE)**

**CALL TO ORDER** (OPEN SESSION)

**ACTIONS AFTER EXECUTIVE SESSION:**

**ADJOURN** **(VOICE VOTE)**

## SECTION V. EMPLOYMENT

### 1. HIRING EMPLOYEES/SPECIAL CONSULTANTS:

- A. Hiring an Executive Director: The Executive Director is appointed by the Board. The Board sets the conditions of his/her work and, if necessary, replaces him/her. However, as head of the District, the Executive Director should always have complete authority regarding Park District operations. The Board is corporate and acts only on the basis of group discussion and decision. In its dealings with the Executive Director, as in matters dealing with employees, the Board must act as a unit. No individual Board member has any legal authority to deal with the Executive Director on an individual basis, and each Board member is obligated to uphold all adopted Board policies, whether or not he/she voted for them.
- B. Hiring Employees: The Board does not play a role in the hiring, firing or day-to-day management of District employees. Those responsibilities are vested with the Executive Director. The Board's relationship with Park District employees should be very limited. Socializing at Board/employees functions is permissible, but when board members interfere with employee matters, or listen to employee's complaints about their jobs, the Executive Director, or the Park District, then the Board members have gone beyond policy authority.
- C. Hiring Special Consultants: The Board appoints an Attorney and Special Consultants to serve the Park District. When the need for a new Attorney or Special Consultant arises, the Executive Director shall interview possible candidates and submit his/her finalists for Board approval.
- D. Nepotism: Unless otherwise noted, no immediate family member of any elected official, the Executive Director or any Director may be employed in any paid position within the District. Affected individuals (i.e. relatives) employed since 1994, or presently employed, shall be exempt from this policy. In addition, newly elected official's immediate family members shall be exempt if said employee(s) has been a paid employee of the Park District within the preceding twelve months prior to the official's date of taking office. An immediate family member shall include: parents, spouse, parents-in-law, sisters, brothers, children, grandchildren, grandparents, brothers-in-law, sisters-in-law, step-children, stepmother, stepfather, aunt, uncle or legal guardian.
- E. Board Member Application for Park District Employment: A Board member who submits an application for a job with the Park District must resign from the Board before the application will be considered for employment.

### 2. ESTABLISHING EMPLOYEE POLICIES/BENEFITS:

- A. Employee Policies: The Board adopts and periodically reviews a set of rules and regulations for employees. The document containing these rules and regulations is called the Personnel Code. The Executive Director provides input and drafts the language for employee policies that are then considered

for Board adoption. Official communications between the Board and employees shall only be through the Executive Director.

- B. Employee Benefits: The Board adopts and periodically reviews all employee benefits. Employee benefits are included in the Personnel Code and/or the Salary Administration Schedule. The Board also must approve any Union Working Agreement. The Executive Director provides input and drafts the language for employee benefits, including any Union Working Agreements.

## **SECTION VI. CONDUCTING BUSINESS OF THE DISTRICT**

1. QUORUM: A majority of the duly elected and qualified Board members (4) shall constitute a quorum for the transaction of business. A majority of the quorum (3) constitutes the requirement for an open, public meeting, although no official business may be conducted without the presence of a full quorum. If a quorum is not present, Board members attending may adjourn the meeting from time to time without further notice until a quorum is obtained.
2. PETITIONS SUBMITTED BY RESIDENTS: All petitions which are directed toward the District's areas of responsibilities shall be brought to the attention of the Board at the earliest opportunity. The petition shall be placed on the Agenda of a regular meeting and be discussed by the Board. The individual (s) responsible for the petition shall be notified at the earliest possible date that the Board has received the petition, as well as of any associated Board action.
3. VOTING: A roll call vote shall be taken for the passage of all ordinances and resolutions and for all propositions to create any liability or for the expenditure or appropriation of money, and in all cases at the request of any Commissioner, and shall be entered upon the minutes of the proceedings. The act of a majority of Commissioners present at a meeting at which a quorum is present shall be the act of the Board, except as otherwise required by the ordinances of the District, by State statute, or unless the act of a greater number of Commissioners is required by any section of the Policy.
4. CONSENT AGENDA/UNANIMOUS CONSENT: Noncontroversial, routine items may be grouped into a consent agenda and approved by unanimous consent. The president of the board will state words to the effect, "If there is no objection, the consent agenda will be adopted. [Pause] Since there is no objection, the motion is adopted" If there is an objections the items objected to will be removed from the consent agenda and a motion made to approve the items remaining on the consent agenda. The items removed from the consent agenda will be discussed and voted on as separate agenda items. Normally, approval of minutes and routine financial reports will be included in a consent agenda.
5. PUBLIC INPUT: Allowing the public to address the Board of Commissions with their comments and concerns is an important function of an elected body. However, it is recognized that some management of the public input process is essential to decorum and to the effective conduct of the business. Therefore, in conducting business of the Quincy Park District:
  - a. All Regular Board Meetings of the Quincy Park District will include an allowance for Public Input on the meeting agenda.
  - b. Special Board Meetings may include an allowance for Public Input if it is included on the agenda developed for the Special Board Meeting, but Public Input is not required.
  - c. Members must limit their comments to three minutes. This time limit is cumulative; if a member chooses to speak at more than one Public Input session

during the same meeting the total time allowed is three minutes unless additional time is granted by the Board President or that individual acting on behalf of the President of the Board.

- d. Members must limit their comments to three minutes, unless additional time is granted by the Board President or that individual acting on behalf of the President of the Board.
- e. Statements that are irrelevant, repetitious or disruptive to the conduct of the business of the District may be disallowed at the sole discretion of the President of the Board, or that individual acting on behalf of the President of the Board.





# APPENDIX