



Berwyn Park District
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BOARD POLICIES AND BY-LAWS

**Approved by: Board of Commissioners
March 28, 2017**



MISSION

**BERWYN PARK DISTRICT
POLICY AND BY-LAWS MANUAL**

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1.0 MISSION STATEMENT

To enrich the quality of life of the community by providing superior parks, facilities and recreational services in a fiscally responsible manner.

1.1 VISION STATEMENT

To be viewed by the citizens of the Berwyn Park District as a values investment in their daily lives through the provision of safe, enjoyable, attractive and environmentally responsible parks and facilities with diverse programs and efficient and responsive services..

1.2 CORE VALUES

The Berwyn Park District embraces the following core values as we accomplish our mission:

- Collaborative Leadership
Maintain strong leadership that encourages and sustains collaboration with other organizations.
- Cultural Diversity
Celebrate our rich cultural diversity by including all members of the community in the life of the Park District.
- Exceeding Expectations
Whether it is a stroll in the park, involvement in a sports program, or attendance at a family special event, our commitment is to consistently exceed expectations of the community.
- Sustainability
Our organizational practices will consistently demonstrate commitment to environmental and fiscal sustainability.
- Professional Development
The provision of superior service to the community requires the attraction and continuous development of dedicated, highly motivated and competent board and staff.

Collectively, these values are the code of ethics for the Board and Staff of the Berwyn Park District. They are not mutually exclusive, but rather complementary. These values are not to be compromised.

2.0 PURPOSE OF MANUAL – DEFINING POLICIES, PROCEDURES AND BY LAWS

2.1 Purpose of Manual. This Board Policies and By-laws Manual, adopted by the Board of Park Commissioners of the Berwyn Park District sets forth many basic policies and tenets to guide the Board of Park Commissioners (the "Board") as it governs the District and replaces any existing policies and procedures currently in place. This Manual is not intended to be comprehensive in nature; the Board maintains policies, rules, regulations, and guidelines in addition to those set forth in this Manual. The provisions of this Manual are a manifestation of the Board's desire to establish basic standards for appropriate decision-making, protocol, and conduct in the service of the residents of the District. Through the use of this Manual, the Board hopes to ensure good, honest, transparent and accountable representation of its constituents.

2.2 Policy. A policy is any plan or course of action reflecting the mission to be achieved and officially approved by the Berwyn Park District. Policies provide guidelines for the operation of the District and gives direction to the Board and staff in the discharge of their duties.

A policy must be approved by the Board and recorded in writing.

An inventory of current District policies that apply to the Board is set forth in Appendix C.

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

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



2.4 By-laws. By-laws are general rules and regulations adopted by the Board to govern its meetings, committees, routine internal operations and specified operational matters.

2.5 APPLICABILITY

This manual is binding on any and all Commissioners of the Berwyn Park District. Staff regulations will conform to the provisions of these policies. This manual is intended to facilitate the Park Board's effectiveness and efficiencies.

The District will conduct a triennial review of this manual with the next scheduled review in 2020. In the event of any conflict between these policies and procedures and federal, state, or local law, the provisions of the applicable law shall take precedence.

2.6 ENFORCEMENT

Any Commissioner who believes that a provision of the Board Policies has been violated may notify the Board of the alleged violation. Any Commissioner who is the subject of an alleged violation of the Board Policies may submit a statement in response to the allegation. The Board shall review the allegation and any statement by the accused Commissioner and, at its discretion, may review, investigate and evaluate the facts and circumstances of the alleged violation. Based on its findings and determination the Board may take no action or may take such lawful action as it deems appropriate in response to said allegation.

3.0 THE BERWYN PARK DISTRICT PROFILE

The Berwyn Park District is a separate unit of municipal government established in 1920 through voter referendum, pursuant to the Illinois Statute. The District is governed by a Board of five publicly elected commissioners who serve for six year terms without compensation. The Board of Commissioners acts as the legislative and policy making body of the District. The Park District's principal responsibilities include acquisition of land and interests in land and improvements, provision of park and recreational programming, and the provision of leisure opportunities for the public. The Park District delivers its park, recreational and leisure opportunities through its commitment to its mission and vision, its highly trained professional staff, partnerships (public and private), transparency, effective open and honest communication, integrity and respect for all residents, employees, and vendors.

3.1 MEMBERSHIP

3.1.1 Number of Commissioners The Board shall be comprised of five (5) publicly elected officials.

3.1.2 Term Length Commissioners shall be elected to serve for a term of six (6) years. Commissioners shall be elected biennially to take the place of those whose terms expire in accordance with the general election law of the state. Commissioners shall serve until their successors are duly elected and qualified.

3.1.3 Eligibility for Office Candidates for the office of Berwyn Park District Commissioner shall meet all statutory eligibility requirements of the office as described in the Illinois Park District Code section 70 ILCS 1205/2-11 and as amended by Public Act 096-458, and shall comply with all nomination, candidacy and election requirements as established by Illinois election law.

3.1.4 Vacancy The Board shall establish by ordinance O-17-2 the length of time that a Commissioner may fail to attend meetings of the Board in order for said Commissioner's office to be declared vacant, in accordance with the Illinois Park District Code.

3.2 BOARD RESPONSIBILITIES

Attached as Appendix B is a Organizational Chart of the Park District Board's relationships with strategic partners, Board-hired employees and service providers/contractors (e.g., the executive director, legal counsel, and auditor) and board committees. It should be noted that the only park district staff responsible to the board is the executive director; all other staff personnel are the responsibility of the executive director. Legal counsel and auditor are hired by the board but work closely with the staff for operational matters. Guidance and direction is provided by the Board. The Board recognizes that its responsibilities include Leadership, Strategy, Community Focus, Financial Management, Operations, Learning and Growth as described herein.



3.2.1 Leadership

- The Board concerns itself primarily with questions of policy rather than with administrative matters. The District's Executive Director is charged with the administrative responsibility to implement the Board's policies.
- The Board shall enact and maintain appropriate policies, rules, and regulations related to the operations of the District and the District's facilities, and the Board shall see that such policies, rules, and regulations are administered effectively.
- The Board shall select a properly educated and trained professional to serve as Executive Director, the chief administrative officer of the District.
- Board members should respect the Board's commitment to implement its policies through the Executive Director and to rely on the Executive Director to handle the administrative functions of the District. Board members should request desired information from the Executive Director rather than directly from other employees of the District. Board members also should refer inquiries, information, complains, and other communications made to them by residents about District matters to the Executive Director. Board members also should support the actions of the Executive Director when those actions have been directed, ratified, or otherwise supported by the Board.
- Employees' Performance of Duties. No Board member shall inhibit, obstruct, or otherwise interfere with any District employee in the performance of his or her assigned duties. All inquiries relating to a District employee should be directed only to the Executive Director.
- The Board shall establish an effective working relationship with the Executive Director and provide timely and effective feedback on performance.
- The Board recognizes that it is important to evaluate itself and to review and establish goals for the Board from time to time. The Board shall conduct an annual retreat locally at which the Board shall undertake a self-evaluation and formulate goals for itself. All Board members are very strongly encouraged to attend the retreat.
- The Board shall encourage ethical behavior of Board members and Executive Director.
- The Board shall provide strategic leadership in decisions affecting the District, including acquisitions, intergovernmental relationships, partnerships, etc.
- Commissioners will serve on committees, commissions, or Boards representing the District.

3.2.2 Strategy

- The Board shall review and approve the implementation of an overall strategic plan.



- The Board shall annually review and approve a measurement system for strategic plan progress.
- The Board encourages cooperation with other agencies in the community, including governmental, public, private, and voluntary organizations that enhance the services provided to District and act consistently with the best interests and well-being of the District. The Board has created many beneficial relationships with organizations that undertake activities consistent with the best interests of the District. The Board supports the following policies:
 - Promotion of Cooperation. The Board encourages Board members and the Executive Director to promote intergovernmental and civic cooperation through appropriate relationships between District officials and staff and the officials and staff of other agencies.
 - Relationships with Particular Groups; Liaisons. The Board desires to maintain its valuable relationships with the Berwyn Development Corporation, Kiwanis Club of Berwyn, Lions Club, South Berwyn Education Foundation, and various sports and civic groups. Board members or staff may be appointed to serve as liaisons between the District and these types of organizations.
 - School Districts 100 and 201, City of Berwyn, North Berwyn Park District, Berwyn Recreation Department, Berwyn Public Library, and Pav YMCA. The Board encourages cooperation between the District and the City of Berwyn, School Districts 100 and 201, North Berwyn Park District, Berwyn Recreation Department, Berwyn Public Library, Pav YMCA, and other local entities in the development and use of facilities and equipment, when such cooperation results in efficient and effective programming that is beneficial to the District, the school district, other agencies, and residents. Such cooperation may be memorialized in intergovernmental agreements between the District and other entities.
 - West Suburban Special Recreation Association. The Board is committed to helping provide for the recreation needs of special populations within the District, including senior citizens and individuals with special needs or disabilities. In furtherance of that commitment, the District shall remain an active member of the West Suburban Special Recreation Association. The Executive Director is annually appointed to serve as the District representative on the Board of WSSRA.
 - The Board shall communicate strategy and the achievement of the District's mission throughout the community.
 - The Board shall develop and maintain a legislative advocacy plan that enables the District to benefit from local, state and federal initiatives



- The Board will cultivate strong relationships with legislators, community leaders and governing bodies of other agencies to further the District's strategic mission and vision.

3.2.3 Community Focus

- Commissioners will maintain visibility at community and District events.
- The Board shall work to build public trust and confidence.
- Commissioners will network with strategic partners, legislators, and community leaders.
- The Board shall review District and community needs and ensure service delivery is aligned with those needs.

3.2.4 Financial Management

The Board shall:

- Provide annual guidance to the Executive Director regarding District-wide goals during the annual budget process in alignment with the District's Strategic Plan.
- Review and approve the monthly Treasurer's Report and other financial reports.
- Review and authorize expenditures that have been created through a sound fiscal program.
- Approve and issue bonds, referenda and grants that have been identified as appropriate means of increasing revenue.
- Authorize and approve an annual audit of the District's financial performance.

3.2.5 Operations

- The Board functions under the authority of the Illinois Park District Code, 70 ILCS 1205/1-1 *et seq.* and within the framework of applicable State of Illinois and federal laws.
- Board members, collectively and individually, act as representatives of the residents of the District in promoting the District's parks, other facilities, and programs. Through careful evaluation of needs, resources, and other factors, the Board makes decisions that it determines best serve the community as a whole. Support ordinances, laws and policies for the benefit of the District.



- The Executive Director has the authority to execute basic contracts and leases as related to day to day operations, but Board shall approve contracts and leases as required, land acquisitions, and Intergovernmental Agreements that will enhance and further the mission of the District.
- The Board shall review strategic performance as measured by the approved system for monitoring strategic plan progress to ensure consistency with the District's mission and vision.
- The Board shall approve annual budget that supports parks and facilities in accordance with the District's strategy to meet the recreational needs of the community.
- The Board shall approve the naming of parks, facilities and recreation areas with an emphasis on geographical, historical, economical or ecological relationships indigenous to or significant to the community.
- The Board shall conduct an evaluation of the Executive Director's performance on an annual basis.
- Only the President, the Executive Director, and other individuals as designated by the Board are authorized to represent the District as a whole in communications with the media. All Board spokespersons shall use their best efforts to coordinate any public remarks with the Executive Director and the Board. All spokespersons should determine all issues from the board's position prior to speaking and shall speak for the majority, regardless of any personal views. The Executive Director shall assist the spokespersons by providing staff assistance to draft position statements as appropriate. Commissioners who are not designated spokespersons may address the media, and should endeavor to insure that the media receives consistent, accurate information. Such Commissioners shall make it clear that they are not speaking for the Board or the Park District. All spokespersons and Commissioners shall use their best efforts to consult with the Executive Director about all matters pertaining to agency policies, programs, finances and public position statements before media contact to advance the objective of uniform, credible, positive media communication regarding the Park District.

3.2.6 Learning and Growth

- The Board shall develop a culture that promotes positive relations among Board members and between Board and staff.
- The Board shall support employee innovation, participation and agility.
- The Board shall develop open and on-going communication with the Executive Director.



- Commissioners will utilize professional development dollars to educate and improve understanding of recreation and leadership practices.
- The Board may execute a self-evaluation with a representative of the Illinois Association of Park District on a yearly basis.

3.3 BOARD OFFICER RESPONSIBILITIES

3.3.1 President

The Board President shall:

- Serve as chief executive officer of the Board.
- Preside at all meetings of the Board of Commissioners except committee meetings where the appointed chair will preside. The President is considered to be a member of the full Board and therefore, able to vote on all matters.
- Call special Board meetings in accordance with the Illinois Open Meetings Act.
- Establish an effective working relationship with the Executive Director.
- Actively communicate with the Executive Director about special issues and problems affecting the District.
- Effectively communicate with Board Commissioners to insure all members are kept abreast of important issues affecting the District.
- Work with the Executive Director to prepare Board meeting agenda.
- Call for and schedule the annual goal setting retreat as needed.
- Schedule the annual performance evaluation of the Executive Director.
- Serve on committees, commissions, or boards representing the District.
- Serve as the primary spokesperson for the Board.
- Represent the Board at community and District events.
- Appoint the members and chairpersons of the standing and ad-hoc committees as needed, subject to Board approval.
- Appoint Board representatives to outside organizations, subject to Board approval.



- Sign authorized contracts and all such other documents and papers that by law require a signature.
- Sign all vendor checks issued by the District, as needed.
- Be elected by the Board and serve a term for one (1) year or until a successor is elected.
- Appoint a Secretary *pro tempore* of the Board to serve in the absence of the Secretary.
- Oversee compliance with Board policies and verify that orders of the Board are faithfully executed.

3.3.2 Vice-President

The Board Vice-President shall:

- In the absence of the President, assume all the duties of the President.
- Serve as the official District representative to the Illinois Association of Park Districts, the All Berwyn Committee, and any other official legislative committees that will enhance the mission and vision of the District.
- Lead a triennial review of Board Policies and By-laws. This review should be completed within three months following the election of officers for that year.
- Be elected by the Board and serve a term for one (1) year or until a successor is elected.

3.3.3 Secretary

- The Board may appoint a Board member or employee of the District to serve as Secretary.

The Secretary shall:

- Oversee the taking, completion, recording and maintenance of all minutes, ordinances, orders and resolutions of the Board.
- Serve as official custodian of Board minutes, records and legal documents.
- Attend all meetings of the Board unless otherwise directed by the Board.
- Serve as the Local Election Official for the District unless otherwise designated by law.



- During each election cycle, collect and make available, a packet of information for potential candidates comprised of essential information about the Berwyn Park District and, as a matter of convenience only, reference information from and contact information for the Illinois State Board of Elections concerning eligibility requirements to stand for election to the Board of Commissioners.
- Administer oaths and affirmations as required.
- Sign all official documents of the Board as needed.
- Be appointed by the President with the approval of the Board.
 - In the absence of the President and the Vice-President, at a meeting at which quorum of Commissioners is present, call the meeting to order and call for the selection of a President *pro tempore* for that meeting by a majority vote of the Commissioners present.

3.3.4 Treasurer

- The Board may appoint or an employee of the District to serve as Treasurer.

The Treasurer shall:

- Serve as primary liaison between the Board and staff on financial matters.
- Work with Administrative staff to develop and monitor the financial policies of the District.
- Work with Executive Director or Finance Director to develop and monitor the annual budget.
- Serve on the audit search committee as needed.
- Oversee compliance with the District's Investment Policy.
- Work with the auditor to insure compliance with financially related policies.
- Countersign all vendor checks issued by the District, as needed.
- Sign all appropriate financial documents as needed.
- Report to the Board monthly all receipts and disbursements of the District and submit such financial statements and detailed information as required by the Board.



3.4 EXECUTIVE DIRECTOR RESPONSIBILITIES

3.4.1 Leadership

The Executive Director shall:

- Establish an effective working relationship with the Board and provide timely and effective feedback.
- Develop and promote a value based leadership system.
- Develop and approve the Organizational Chart for the District.
- Cultivate leadership skills of direct reports and create an environment for organizational and employee learning.
- Promote ethical behavior throughout the organization.
- Provide strategic leadership in decisions affecting the District, including acquisitions, new services, partnerships, etc.
- Serve on committees, commissions, or boards representing the District.
- Advise the Board on matters of policy management.
- Develop and promote a culture of constant improvement.

3.4.2 Strategy

The Executive Director shall:

- Develop and recommend an overall strategic planning process.
- Create an annual work plan that supports the strategic plan for the organization and, with the leadership team, for departments.
- Formalize and approve goals for the leadership team and for each department.
- Develop and maintain a measurement system for strategic plan progress.
- Communicate strategy and the achievement of mission throughout the organization and with partners and the community at large.
- Develop and recommend strategic initiatives regarding parks, planning, recreation and support services.

3.4.3 Customer Focus

The Executive Director shall:



- Assess community needs and ensure service delivery is aligned with those needs.
- Develop and promote a customer focus for the organization.
- Establish an organization wide service system.
- Cultivate effective relationships with strategic partners, legislators, and community leaders.
- Serve as a primary spokesperson for the District.
- Maintain visibility at community and District events.
- Work toward continuously building staff morale, public trust and a strong corporate image.
- Manage a system wide internal and external communication process.

3.4.4 Financial Management

The Executive Director shall:

- Oversee the preparation of, and monitor the annual budget detailing sources and amounts of revenues and expenditures for each fund levied by the District, that advances the District's vision, mission and strategy.
- Oversee compliance with the District's Investment Policy. Create a sound fiscal program, including capital projects, budgeting, forecasting and on-going monitoring of financial performance.
- Identify ways to increase non-tax revenues.
- Oversee revenue growth for recreation and services operations.
- Pursue methods that continuously improve both customer and internal support processes.
- Research trends and develop innovation in the offering of park and recreation services.
- Continuously improve efficiency and effectiveness of operations.
- Develop processes to measure and analyze organizational performance.
- Establish and implement quantitative and qualitative methods of evaluation in the achievement of the mission and vision of the District.



- Approve, annually, the salary structure for all other employees.
- In conjunction with the Board, develop, implement and support ordinances, laws and policies for the benefit of the District.
- Identify methods of achieving best in class operations as identified in the District's vision.
- Perform such other duties as required by applicable law or contract.

3.4.5 Employee Learning and Growth

The Executive Director shall:

- Be responsible for the hiring, management, promotion, discipline, termination and other matters related to District employees.
- Be responsible for developing and maintaining a leadership team development and succession plan.
- Ensure that allocation of training dollars is aligned with building core competencies and skill sets of employees for the improvement of park district offerings, and .
- Lead initiatives to continuously improve the quality of park district offerings.
- Create initiatives to improve the quality of work life.
- Analyze organizational structure in support of the most effective and efficient use of taxpayers' dollars.

3.5 LEGAL COUNSEL RESPONSIBILITIES

District legal counsel shall:

- Act as advisor to the Board and the District in all legal matters.
- Manage the prosecution and defense of all litigation in which the District is interested.
- Establish an effective working relationship with the Board of Commissioners and the Executive Director.
- Review all Board and District policies and regulations for compliance with existing laws and statutes.
- As required, draft and review District ordinances prior to adoption by the Board.



- Participate in contract preparation, review and negotiations as directed by the Executive Director or the Board.
- Participate in intergovernmental agreement preparation, review and negotiation as directed by the Executive Director or the Board.
- Attend meetings of the Board as requested.
- Serve as Ethics Advisor for the District.

3.6 AUDITOR RESPONSIBILITIES

The District's independent audit firm shall:

- Audit the District's financial records in accordance with the laws of the State of Illinois using generally accepted auditing and accounting practices.
- Conduct an annual audit of the District's revenues and expenses and render the appropriate report to the Board of Commissioners.
- Advise the District on appropriate financial policies.
- Recommend appropriate funding reserve levels.

4.0 BOARD POLICIES GENERALLY

The Board of Commissioners, as a whole, is the legal corporate authority of the District. Only the Board has the authority to determine policy, or to act or speak for the Board. The Board recognizes that certain policies need to be in place to insure the effectiveness and efficiency of the District.

4.1 BOARD MEMBER ETHICS AND CONDUCT

4.1.1 Ethics Generally Board members of the Berwyn Park District are expected to be of high moral and ethical character and work together as a team to serve the community by delivering best in class park and recreation opportunities. In the discharge of their duties, Board members act collectively as a Board and not as individuals. Board members always should abide by the majority vote of the Board and support the determination of that majority. Also, an individual Board member should not speak for the Board unless authorized to do so by the Board. It would be improper and ill-advised for an individual Board member to make a public pronouncement or engage in conjecture about a Board matter that has not yet been decided, an action of the Board, or any matter that has been discussed in an executive session of the Board. Because each action taken by a Board member in the course of his or her duties should be motivated by the District's best interests, a Board member should be free of undue outside influences and of self-interest. Board members shall abide by State laws related to conflicts of interests, financial or otherwise. A Board member shall advise the Executive Director of all memberships and financial interests that the Board member has in companies or organizations that are doing business with the District.

4.1.2 Applicable Ethics Law In accordance with this policy, Board members will educate themselves about and comply with all applicable federal, state and local laws, regulations, and ordinances governing the conduct of the Park District's elected officials. These include but are not limited to, the Public Officials Prohibited Activities Act, the Government Ethics Act, State Officials & Employee Ethics Act (and any related Park District ordinances), Official Misconduct, Bid Rigging Act, and the Illinois Human Rights Act.

In addition, Board members must:

- On a yearly basis, file a statement of Economic Interests with the County Clerk of Cook County.
- Always keep the best interests of the Berwyn Park District in mind.
- Understand and respect the separation of Board responsibilities and functions from those of the Executive Director and staff.



- Refrain from communication and/or involvement with outside groups that interferes with on-going administrative activity by staff.
- Be available and responsive to the residents of the District.
- Represent all the residents of the District and avoid partisanship based on special interests.
- Communicate with fellow Board members and the Executive Director.
- Understand and follow all provisions of the Illinois Open Meetings Act, including executive session confidentiality.
- Be properly prepared for Board deliberation.
- Avoid public promises or statements regarding a vote or position on an issue prior to an official meeting.
- Publicly support the implementation of majority decisions of the Board while maintaining the right to disagree.
- Respect the confidentiality appropriate to issues of a sensitive nature.
- Recognize that an individual Commissioner 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.
- When the Board must decide upon an issue about which a Commissioner may have an unavoidable conflict of interest, that Commissioner must observe all applicable ethical laws, rules, regulations and orders, including but not limited to, when applicable, disclosure of the interest, recusal from all discussion and deliberation, and abstention from any vote taking about the issue, or such other action as may be required by applicable state and federal law.
- Develop productive relationships with other elected officials at the federal, state and local level.
- Participate in Board development opportunities.

4.2 NEW BOARD MEMBER ORIENTATION

4.2.1 Orientation Meeting. The Board recognizes its responsibility to assist a newly elected or appointed Board member to understand the operation of the District, as well as Board member roles and responsibilities. Within 30 days following an election, The Executive Director will schedule an orientation meeting with each new commissioner. At that meeting, an Orientation packet will be given to each new commissioner which will include, but is not limited to:



- Park District Code of the State of Illinois
- Illinois Park District Law Handbook
- Board Policies and By-laws Manual
- Open Meetings Act information
- Park District's Electronic Communication Policy

4.2.2 Orientation Tour, Executive Session Additionally, the Executive Director may set up a tour of parks and recreation facilities, and meetings with the leadership team of the district, in order for new Commissioners to become more familiar with the operations of each department. The Executive Director can also determine if an executive session is warranted to bring new members up to date on land acquisition, pending litigation and personnel issues.

4.2.3 IAPD New Commissioner Support New members are encouraged to take IAPD orientation classes and attend conferences to quickly increase their knowledge of park district and Board operations.

4.3 BOARD BUDGET

The Board recognizes the need to properly educate, orient, and train Commissioners to insure the mission and vision of the District are achieved in the most efficient manner possible. The Board will allocate sufficient funds in the budget for these purposes and will be simply referred to as the "Board Professional Development". The draft of the Board's Professional Development Budget will be developed by the Executive Director and approved by the Board as part of the total annual budget.

4.4 BOARD DEVELOPMENT

The Board recognizes the benefits derived from attendance at park and recreation conferences, leadership seminars and other educational opportunities that will enhance a Commissioner's ability to govern effectively. Therefore, Commissioners may attend national, state and local conferences, seminars or activities at Park District expense, in accordance with section 4.5 provided sufficient funds have been budgeted and are available. A written or oral report is due from each Commissioner in attendance at conferences or seminars within forty-five days of the conclusion of said event along with a state mandated Expense reimbursement report. The Board also recognizes the importance of productive evaluation so sufficient funds will be allocated for the Board to conduct an annual Board self-evaluation and goal-setting retreat.

4.5 EXPENSE REIMBURSEMENT

4.5.1 Training and Development Expense Reimbursement Expenses incurred by Commissioners for Commissioner or Park District training or development activities sponsored by NRPA, IAPD or similar organization devoted to education in the park and recreation industry ("Training & Development Activities") shall

be reimbursed in accordance with this subsection. Activities such as conferences, training sessions, and educational seminars in each instance relating to the parks and recreation industry are examples of and considered allowable expenses for Training & Development Activities. Expenses incurred by family members accompanying a Commissioner and expenses for alcoholic beverages are not reimbursable. Commissioners may attend Training and Development Activities at their own expense if they are otherwise ineligible for reimbursement. Prepayment and/or reimbursement for fees, tuition, travel and lodging expenses associated with Training & Development Activities is subject to limitations for same as are established in the annual Board Budget and the Reimbursement & Expense Policies of the District. Commissioner requests for such expenses shall be presented for approval by majority vote of the Board prior to the incurring of any such expense.

4.5.2 Other Expenses Related to Official Duties The Board shall designate a sum which shall be annually appropriated for the benefit of each Commissioner to defray expenses incurred by each individual Commissioner for events and activities incidental the exercise of official duties (excluding Training and Development Activities) ("Other Expenses Related to Official Duties"). Other Expenses Related to Official Duties shall include, but not be limited to, participation at recognized community and district associate events (e.g., WSSRA luncheons, Annual Golf Outings, School District Foundation Outings etc). Sufficient funds shall be annually appropriated to enable the Board to disburse expenses incidental to the exercise of its official duties. The designated annual appropriation terminates each fiscal year and shall not accumulate or accrue, may not be disbursed as cash to any Commissioner, shall not be used by the Commissioner for non-Park District related expenses, shall not be transferred, and shall not be used for any other purpose.

4.5.3 Enforcement If any Commissioner considers this section of the Board Policies or the Park District's finance policies and procedures to have been violated, by another Commissioner, said Commissioner shall bring the alleged violation to the attention of the Board President (or the Vice President if the alleged violator is the President) who shall promptly notify the Board member in question. The Board President (or the Vice President) and the Commissioner alleged to have violated the finance policies and procedures in question will determine the best method for resolution consistent with applicable law and this Policy. Upon resolution, the matter shall be promptly reported to the Board by memorandum. If the President and the Commissioner are unable to resolve the matter, or if any Commissioner objects to the means by which the matter has been resolved, the President will bring the matter to the full Board for deliberation and final resolution. Expenses that the Board finds to be in violation of this Section of the Board Policies or the District's finance policies and procedures will not be reimbursed to the Commissioner in question, or if the District has already issued a reimbursement, must immediately be paid back to the District by the Commissioner in question.



4.6 REQUESTS FOR INFORMATION

The Board recognizes and respects the delegation of authority and responsibility to the Executive Director. Therefore, Board members shall work directly with the Executive Director rather than staff and shall not participate in the day to day operations of the District. Requests for information concerning District operations and programs shall be directed to the Executive Director. When a Board member receives a written response to a request for information, all Board members should receive copies of the same information.

Electronic means will be used whenever possible to disseminate the information within the parameters of the District's Electronic Communication Policy.

4.7 PROFESSIONAL AND CIVIC MEMBERSHIPS

The Board may subscribe to memberships for the District in the following organizations:

- National Recreation and Park Association.
- Illinois Association of Park Districts.
- Chicago Metropolitan Agency for Planning
- Berwyn Development Corporation.
- Conservation Foundation
- Berwyn Development Corporation
- All Berwyn Committee
- Other organizations which provide benefits to the District as approved by the Board.

When the membership allows, the Board shall designate a representative of the District who shall be authorized to cast ballots for any action to be voted upon by the District as it relates to membership in these organizations. Whenever possible, the Board will discuss any issues submitted by these organizations prior to a meeting where a ballot will be cast. The Board will inform the District representative what action it wants taken prior to the representative casting any ballots. If time does not allow for Board discussion, the District representative will cast a ballot that conforms to the best interests of the Berwyn Park District. Each District representative will keep the Board fully informed of all activities and actions taken by said organizations.

4.8 ELECTRONIC COMMUNICATION POLICY

Each member of the Board shall follow the Park District's Electronic Communication Policy. Violation of this policy may result in adverse legal consequences for the violating Commissioner and the District. Any alleged violation should immediately be reported to the Board President



and/or the District's Legal Counsel. If necessary the District may advise appropriate legal officials of any violations.

4.9 EMPLOYMENT OF RELATIVES

The employment of a relative of a Park District Commissioner for any position is prohibited. For this purpose, a relative is defined as: husband, wife, sister, sister-in-law, daughter, daughter-in-law, brother, brother-in-law, son, son-in-law, grandson, granddaughter, mother, mother-in-law, father or father-in-law.

4.10 AMENDMENT OF BOARD POLICIES

Consideration to adopt a new policy or to amend an existing policy may be initiated by any Board member or by the Executive Director at any time to be considered for inclusion on the agenda. Any changes or additions to policies must be approved by a majority of the Board at a properly noticed meeting of the Board conducted in accordance with the Open Meetings Act. The foregoing amendment process shall not apply to the Board By-Laws which may be amended by a majority vote of the Board at any regular, special or emergency meeting of the Board held in compliance with the requirements of the Open Meetings Act and applicable law.

5.0 BOARD BYLAWS

The Berwyn Park District Board of Commissioners acts as the legislative and policy making body of the Berwyn Park District in the operation, control, planning and improvement of its parks, facilities, recreation programs, personnel and fiscal operations. The following board by-laws establish basic rules for the Board's meetings, committees, routine internal operations and specified operational matters.

5.1 BOARD MEETINGS

5.1.1 All regular, special, and continued meetings of the Board and any committees and other Board-appointed task forces and commissions shall be noticed and conducted in accordance with the Illinois Open Meetings Act. All meetings shall be open to the public except when an executive session is called in accordance with the Act. Board members shall comply with the Commissioner Remote Attendance Policy established by Resolution R-17-02. Board meeting minutes will be available for public inspection within seven days of approval during regular office hours at the administrative office of the District. Roberts Rules of Order will govern questions of procedure. The Executive Director of his designate will act as parliamentarian during the course of any meeting. Agenda, minutes, records and voting will be in accordance with procedures outlined in the Illinois Park District Code.

5.1.1.1 Notification of Absence. It is the duty of each Commissioner to notify the Board President as soon as reasonably possible that s/he will not be attending a meeting so that quorum issues may be addressed for the benefit of the public and those having business before the Board.

5.1.1.2 Remote Attendance. Board members shall comply with the Commissioner Remote Attendance Policy established by Resolution R-17-02.

5.1.1.3 Vacancies in Office. Absent good cause (e.g. serious health issues), whenever any member of the Board neglects or refuses to attend to the duties of his office, or neglects to attend 3 consecutive meetings of the Board without being excused, or neglects to attend a total of 6 meetings of the Board in any consecutive 12 month period, or for any other reason now or hereafter specified by law, the Board may declare that office vacant with a vote from 3 commissioners.

5.1.2 Unless otherwise scheduled in accordance with Illinois law, regular meetings of the Board will be held on the third Tuesday of each month. Unless otherwise specified, the regular meeting on the second Thursday shall be at 7:00 P.M. in the Multi-Purpose room of the Proksa Park Activity Center. An annual notice of meeting dates will be posted at the beginning of the calendar year. Special meetings of the Board may be called by the President or on the request of two or



more Board members. The Annual Meeting of the Board will be conducted on the third Tuesday of May at which time the election of Board officers shall be completed. Other Board appointments may be made at this time, but must be completed by the end of the July Board meeting.

- 5.1.3** The agenda for each Board meeting shall be co-determined by the President and the Executive Director. A sample agenda is attached in Appendix A. The Executive Director shall cause the Board, Park District Attorney, and Treasurer to receive appropriate agenda materials no less than three days before each meeting including such items as the meeting agenda, explanatory materials related to items on the agenda, an account of the district's income and expenditures, and monthly staff reports as appropriate. The agenda for regular meetings of the Board generally shall be structured as set forth in Appendix A of the Board By- Laws.
- 5.1.4** The Executive Director, or if the Executive Director is unable to attend then his or her designees, shall be present at all meetings of the Board.
- 5.1.5** The Board is comprised of five commissioners. Three Commissioners constitute a quorum of the Board. For purposes of voting on matters that come before the Board, the roll shall be called for all matters involving the expenditure of District funds, creating a penalty or fine, creating a liability for the District, or as otherwise provided by law. In a roll call vote, the ayes, nays, and absence of the Commissioners shall be recorded. The initiation and seconding of motions also shall be recorded.
- 5.1.6** The Board recognizes that the most effective, accessible meetings are those at which items of business are handled efficiently, with the necessary and appropriate amount of discussion but without unduly lengthy or repetitive debate or prolonged speech-making by Board members or members of public. Detailed discussions among Board members of matters coming before the Board generally should take place during workshop or committee meetings. Board members should prepare themselves for meetings by reading the materials provided to them and making appropriate inquiries of the Executive Director prior to the meetings. Board Members and Staff should also give the proceedings their full attention and, accordingly, the Board discourages the use of personal electronic communication devices during the meeting as such devices interfere with the meeting and impede the orderly progress of business.
- 5.1.7** The Board recognizes the need to establish a procedure for individuals and organizations to have the opportunity to present statements and/or information to the Board. A "Public Comment" agenda item will appear at all regularly scheduled Board meetings unless the business or circumstances of the Board at a particular meeting precludes public comment. This is a time for the Board to accept input from the public about the District. [Resolution R-11-04](#) adopted May 17, 2011 and amended February 21, 2017 establishes guidelines and rules for public participation and encourages public interaction. It is the intention and desire of the Board of Commissioners to provide the public an opportunity to



participate in the democratic process and offer their views and ideas as they relate to the Berwyn Park District.

THE FOLLOWING GUIDELINES WILL GOVERN THE PROCESS:

- Persons wishing to address the Board or Committee shall provide their name.
- Persons may not sign up another speaker via proxy.
- Hand-held posters are not allowed in the Board meetings unless they are part of a presentation. Speakers may submit materials for viewing by Board members to the Board Secretary. Please provide ten (10) sets of information for Board members, professional staff, and for the minutes.
- Personnel matters will not be addressed during "Public Comment".
- It is the President's or Chairman's prerogative to limit discussion of any speaker to allow for broad and diverse public participation. Speakers may not cede their time to another speaker.
- Speakers will have five (5) minutes each to present their remarks in public comment.
- Speakers will have five (5) minutes to present their remarks if a written request to be placed on the agenda is received. Speakers may not deviate from items submitted and placed on the agenda.
- Speakers will be limited to speak on one (1) agenda item at Committee meetings.
- Speakers will be allowed to speak on one (1) item not on the agenda at a Board meeting.
- Groups may select a maximum of three (3) representatives to speak on a topic.
- The Board Secretary will group speakers according to topic.
- After all subjects have been heard, the Board members may or may not discuss any or all of the issues presented, but may not take action until a future meeting as required in the Open Meetings Act.

Lack of an immediate response should not be interpreted as anything other than a commitment by the Board to take the issue under advisement for possible future action.

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



5.1.8.1 **Recording Closed Sessions**: Berwyn Park District shall keep a verbatim record of all Closed Session meetings (also referred to as "Executive Session" meetings) of the Board of Commissioners or any subsidiary "public body" as defined by the Illinois Open Meetings Act, 5 ILCS 120/1. The verbatim record shall be in the form of an audio or video recording as determined by the Board of Commissioners.

5.1.8.2 **Responsibility for Recording Closed Sessions and Maintaining Recordings**: The Board Secretary or his/her designee shall be responsible for arranging for the recording of such closed sessions. In the absence of the Board Secretary or his/her designee, the Executive Director will arrange for the audio or video recording of the closed session of the Board of Commissioners. Each subsidiary public body of the Park District shall designate an individual who will be responsible for the recording of any and all closed sessions of the subsidiary body and for providing the Board Secretary with a copy of such recording. The Board Secretary, or his/her designee, shall securely maintain the verbatim recordings of all closed sessions of the Board of Commissioners and all subsidiary public bodies of the Park District.

5.1.8.3 **Closed Session Minutes**: In addition to the recordings of the closed session, the Park District will keep minutes of all closed meetings in accordance with the requirements of the Open Meetings Act, 5 ILCS 120/2.06.

5.1.8.4 **Procedure for Recording**. At the beginning of each closed session, those present shall identify themselves by voice for the audio recording. If the meeting is videotaped, those present shall individually appear on camera and identify themselves by voice at the beginning of the closed session. The meeting Chair shall also announce the times the closed session commences and ends at the appropriate points on the recording.

5.1.8.5 **Back-Up Equipment/Procedure for Equipment Malfunction**. The Park District will maintain sufficient tapes, batteries and equipment for the Park District to comply with this Resolution. The Board Secretary or his/her designee will periodically check the equipment to confirm that it is functioning. In the event that anyone present at a closed session determines that the equipment is not functioning properly, the closed session will be temporarily suspended to attempt to correct any malfunction. In the event that an equipment malfunction cannot be corrected immediately, the closed session will terminate until such time as time as the closed session may proceed with a functioning recording device.

5.1.8.6 **Maintenance and Public Release of Recordings and Access to Tapes**. The audio or video tape recordings of closed sessions shall be maintained for 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 Board of Commissioners. Members of the Board may listen to the closed session recordings in the presence of the Board Secretary or his/her designee.



Copies of such tapes will not be made or provided to anyone unless specifically authorized by vote of the Board.

5.1.8.7 Procedure for Destruction of Recordings. The Board Secretary or his/her designee is hereby authorized to destroy the particular audio and video recordings of those closed sessions for which:

- A. The Board of Commissioners has approved the minutes of the closed sessions as to accurate content, regardless of whether the minutes have been released for public review; and
- B. More than 18 months have elapsed since the date of the closed session; and
- C. There is no court order requiring the preservation of such recording; and
- D. The Board of Commissioners has not passed a motion requiring the preservation of the verbatim recording of that meeting.

5.1.8.8 Review of Closed Session Minutes. In accordance with the requirements of Illinois law, Board committees and subsidiary bodies will meet in closed session to review the minutes of all closed meetings. At such meetings a determination shall be made, and reported in open session that (a) the Board finds that the need for confidentiality still exists as to all or part of those minutes or (b) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. With respect to minutes of the Board, the Executive Director shall, with advice from Legal Counsel, review those minutes (or portions thereof) that have not been released to the Public to determine whether any sufficient basis exists for continuing to withhold the minutes from release and the Executive Director shall make a recommendation to the Board of Commissioners concerning whether to release or withhold those minutes. The determinations of the Board shall be recorded in the minutes of the Open session.

5.2 COMMITTEES

The Board recognizes that certain business of the District may be facilitated by the formation of various standing and ad hoc committees that may be formed to undertake Board projects, elicit citizen input, or staff advice, or to assist the Board in the furtherance of any proper activity of the Park District. Each committee must comply with the provisions of the Illinois Open Meetings Act and observe Roberts Rules of Order.

5.2.1 Board Authority to Establish Standing and Ad HOC Committees The Board, by majority vote, or the President, with the approval of a majority vote of the Board, may establish standing and ad hoc committees of the Board from time to time. The President with the consent of the Board shall establish the purpose and scope of authority of such committees. The Board also may establish meeting times and places for its committees from time to time. The President shall appoint the Chairperson and members of each committee with the consent of the Board.



5.2.2 Other Standing Committees Generally Standing committees of the Board once established shall meet and discuss their business at times designated by the Chairperson of the committee, provided that notice of such times shall be established in accordance with the Illinois Open Meetings Act and communicated to all committee members, including the Board President. A committee shall be advisory to the Board only and shall not be authorized to take any final action on any matter of Board business. A committee shall make any recommendations to the Board in writing. The committee chairman may appoint non-Board members to serve as members of the committee. The President of the Board shall serve as an ex-officio voting member of all committees. Each committee shall deliver a verbal or written report to the Board at each regular monthly meeting, unless otherwise directed in their charter. A written report is required for every meeting of each standing committee, but not less than once every calendar quarter.

5.2.3 Finance Committee.

5.2.4 Building & Grounds Committee.

5.2.5 Recreation Committee.

5.2.6 Personnel & Policy Committee.

5.3 SPECIFIED OPERATIONAL MATTERS.

For the efficient and effective operation of the District, the Executive Director will develop and implement clear regulations, policies, and procedures for staff guidance. Such regulations, policies, and procedures will be reviewed annually. The Board will be informed that the regulations, policies, and procedures are in alignment with federal, state and board policies, statutes, and laws.

5.3.1 Special Recreation The District acknowledges and supports the Americans With Disabilities Act (42 U.S.C. 12131 "ADA") and prohibits discrimination on the basis of disability in the services, programs, or activities of the District. The Board adopted the ADA grievance procedure and authorizes, empowers, and directs the Executive Director of the District to designate a responsible employee or employees to coordinate the District's efforts to comply with and carry out its responsibilities under ADA. The Board recognizes the need to provide quality recreation for special populations that live within the District within the financial resources available. The District will meet its responsibilities through participation in a cooperative special recreation association where such is more economical or viable than an "in-District" program. The Executive Director shall serve as the Park District's voting representative on the WSSRA board, and shall monitor the performance of the Special Recreation Association and report to the Park Board accordingly.

The Director of the Special Recreation Association will provide a written and oral report to the Board annually consistent with his/her reporting schedule. The



District will meet its financial obligations for the support of the Special Recreation Association primarily through a tax levy provided for this purpose. Payments of tax receipts will be forwarded to the Special Recreation Association in accordance with operational agreements between the Special Recreation Association and the Park District.

The District has adopted a transition plan to achieve compliance with the requirements of the ADA in the construction of new facilities and will from time to time evaluate its services, policies, and practices in light of new ADA requirements.

5.3.2 Naming of Parks, Facilities and Recreation Areas Designation of park and facility names shall be based upon geographical, historical, economical or ecological relationships indigenous to or significant to the community or otherwise in the best interests of the Park District, including sponsorship opportunities. Park and facility names shall be unique to avoid confusion and create easily identifiable spaces. The Berwyn Park District also recognizes that parks and facilities within the jurisdiction of the District may be renamed. Providing there is no obligation to the contrary, the District may rename a park or facility, if renaming improves the community's knowledge and understanding of geographical, historical, economical, or ecological significance of the park or facility or is otherwise in the best interest of the Park District. Naming or renaming a park or facility shall require unanimous Board approval, with a minimum of 60-days between the making of a proper motion to name or rename a park and the vote on that motion.

5.3.2.1 Naming of Park Amenities (Philanthropic) Recreational amenities within parks may be named to honor an individual or organization for outstanding achievement or service to the community or by reason of a donation. Naming of park amenities and the length of time for the naming must be approved by a 4/5 vote of the Board of Commissioners.

5.3.2.2 Naming Facilities and Recreation Areas (Corporate) Recreational amenities within parks may be named by reason of a corporate sponsorship agreement. The Executive Director and Parks and Recreation Committee may evaluate a corporate naming proposal in terms of overall compatibility of the company's goals with those of the Berwyn Park District, desirability of the association, its effect on the District's (or facility's) image,

the actual value in cash, or in-kind goods or services, of the proposal, community support for, or opposition to, the proposal and the operating and maintenance costs associated with the proposal. Corporate naming proposals accepted by the Executive Director will be presented to the Park District Board of Commissioners for approval. Naming of park amenities must be approved by a 4/5 vote of the Board of Commissioners.



5.3.3 Park Development The Berwyn Park District builds capital projects for the enrichment of the community, and recognizes that the support of users and project neighbors is important for the development of a successful project.

5.3.4 Fees The Berwyn Park District recognizes the need and desirability to establish program, service, and facility fees that are reasonable, but not prohibitive, in order to provide a variety of recreational opportunities to meet the leisure needs of the community and the surrounding area.

In most cases Berwyn Park District residents will pay a lower than or equal to fee than nonresidents. Each program season Berwyn Park District residents will have the ability to register for programs, services, and facilities before nonresidents for a specified period of time.

5.4 LEGAL AFFAIRS

The Board recognizes that the law affects all operations of the Berwyn Park District. As the legal corporate authority of the District, it is the Board's duty to approve legal documents and agreements. This includes but is not limited to leases, annexations, partnerships and contracts in excess of \$20,000, and the acquisition, sale or lease of assets. The Executive Director shall research and make informed recommendations to the Board on such matters and shall insure all documents and agreements are in accordance with applicable legal statutes.

5.4.1 Legal Advocacy The Board recognizes the need for local, state and federal legislation that enhances the interests and goals of park districts. The Board and appropriate staff members will work to support the annual Illinois Association of Park Districts Legislative Advocacy Plan. All Commissioners are encouraged to work that plan when attending various legislative functions throughout the year.

5.5 FINANCES

The Board recognizes that the financial integrity of the District must be maintained through a sound financial plan outlining expected revenues and expenditures for all District funds. A separate, comprehensive set of financial policies have been created for the District to address specific financial issues. These policies should be strictly followed by all employees and Commissioners of the District and remain updated at all times.

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

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

5.5.3 Annual Budget and Appropriation Ordinance The Board shall review and approve an annual budget after presentation by the Finance Director. The presentation of the budget shall include a written description of the significant changes to the prior year's budget as well as review of the budgeted and projected revenues and expenditures for each fund in prior fiscal year, the results of significant organizational, operational, or accounting changes, and the timetable for review, revision, public display, and adoption of the budget and appropriation ordinance and, as described in subsection D below, the annual tax levy ordinance, and the Truth-in-Taxation hearing (if required).

5.5.4 The Executive Director shall supervise the preparation of the proposed budget and appropriation ordinance in consultation with the Treasurer, Department Heads, Finance Committee and the Park District's attorney, as needed. The proposed budget and appropriation ordinance shall be released for public inspection in tentative form in the manner provided by law. The Board will hold a public hearing on the proposed budget and appropriation ordinance. The Board shall approve a tentative budget at the January Board meeting and the final budget and appropriation ordinance not later than the end of the first quarter of each fiscal year, usually at the regular meeting of the Board in March.

5.5.5 Annual Tax Levy The Board shall consider and approve a tax levy ordinance annually in accordance with the schedule and procedures established by law, including the procedure established under the Truth in Taxation Act 35 ILCS 200/18-55 (et seq.). At least twenty (20) days prior to adopting the levy ordinance each year, the Board shall adopt a resolution determining the amount of money exclusive of election costs, to be raised by the property tax levy. In the event that the levy is estimated to be greater than 105% of the prior year's levy, the Board shall publish a notice and conduct a public hearing pursuant to the requirements of the Truth in Taxation Act, prior to adoption of the tax levy ordinance. The annual tax levy ordinance shall be approved by the Board no later than the third week in December and filed with the applicable County Clerk not later than the last Tuesday in December. A certificate executed by the President stating either that the Truth in Taxation Act does not apply or that its requirements have been met shall be filed with the tax levy ordinance.

5.5.6 Annual Audit The Board shall conduct an annual audit using an independent auditing firm. The Board's policy is for full disclosure of pertinent financial reports.

The District's accounting procedures shall conform to all applicable standards, including accepted principles and standards of the Governmental Financial Officers Association, the National Committee on Government Accounting, and the Governmental Accounting Standards Board. The independent auditing firm will not be engaged to provide other consulting services for the District.

5.5.7 Debt Service Principles and Procedures Inappropriate levels of debt can create financial difficulty. For example, short-term borrowing to cover routine costs can

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

- The Board will endeavor to achieve and maintain the highest possible bond rating for the District.
- Except in emergencies or other extraordinary circumstances, borrowing shall be undertaken only to fund to capital improvements included in the District's Capital Projects Plan.
- Because the District's authority to issue certain bonds is restricted by the Illinois Property Tax Extension Limitation Act's debt service extension base limit, the Board may choose under appropriate circumstances to issue debt certificates instead of bonds.
- No person or committee or other entity shall be authorized to create any financial liability on behalf of the District except only as approved in nature and amount by the Board or in accordance with the District's purchasing policy.
- The Capital Projects Plan shall be the primary basis for the planning and consideration of issuance of bonds or other instruments.

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

5.5.9 Grants The Board shall seek to finance proposed improvements through public or private grants, whenever feasible. The Executive Director and other staff shall be



vigilant about exploring all possibilities for obtaining grants and other financial assistance.

5.6 DISTRICT PROPERTY

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

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

- The acquisition and proposed use of the land will significantly enhance the recreation and leisure activities the District can provide to its residents.
- Acquisition, development, and maintenance of the land is not inconsistent with the District's Open Space and Recreation Master Plan as amended and updated from time to time and can be undertaken without violating the Board's fiscal and funding policies.
- Public approval via voter referendum has been obtained if funding requirements cannot be met with currently available financing mechanisms.

5.6.3 Property Leases The District may acquire interest in additional lands through the lease of real property when the Board determines that such a lease would enhance the ability of the District to provide quality services to its residents. Each such lease shall be made in accordance with the provisions of the Illinois Park District Code.

5.7 COMMISSIONER USE OF DISTRICT FACILITIES AND PROGRAMS

5.7.1 Purpose Commissioners are encouraged to experience park district facilities and programs on a frequent basis, including the audit of programmed activities, so that they are able to reach sound decisions for budgeting and necessary changes to maintenance and operations of these facilities and programs. When interested in a scheduled program, the Commissioner shall notify the Executive Director at least seven days prior to the scheduled event to determine if there are any openings. If openings exist the Commissioner shall be free to attend the program. The Board encourages the commissioner, upon completion of the activity, to provide the Executive Director with feedback concerning the experience.



Such first-hand experiences and interactions with users provide them with valuable background information to supplement customer evaluations and staff analyses.

5.7.2 Restrictions Seated and Former Commissioners, and eligible family members, may use park district programs and facilities per the Policy set forth in Appendix D. A Commissioner shall not use a park district facility or participate in a Park District program if such use or participation will have the effect of excluding a paying resident or non- resident user.

5.8 ADDITIONAL MATTERS

5.8.1 Staff and Board Education and Training The Board believes that it is in the best interests of the District to maintain an informed and educated District staff. The Board thus believes that the District should pay appropriate costs and expenses for the Executive Director and other staff members to attend appropriate conferences, training sessions, and professional development meetings, within the limits of the budgeted funds and as determined by the Executive Director.

5.8.2 Membership in IAPD and NRPA Based on the determination that the programs, services, and information provided by the IAPD and NRPA are beneficial to the District, the District shall maintain membership in the IAPD and NRPA unless otherwise determined by the Board. Each Board member shall have an individual membership in these organizations. Board members are encouraged to participate actively in these organizations by attending events and training and by joining committees.

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

5.8.4 Recognition of Outgoing Board Members Service on the Board shall be recognized, upon completion of each Commissioner's term, by presentation to outgoing Commissioners of a plaque or small gift at the last regular Board meeting attended by the outgoing Board Member, typically the regular meeting in May of each year in which Board Members are elected.

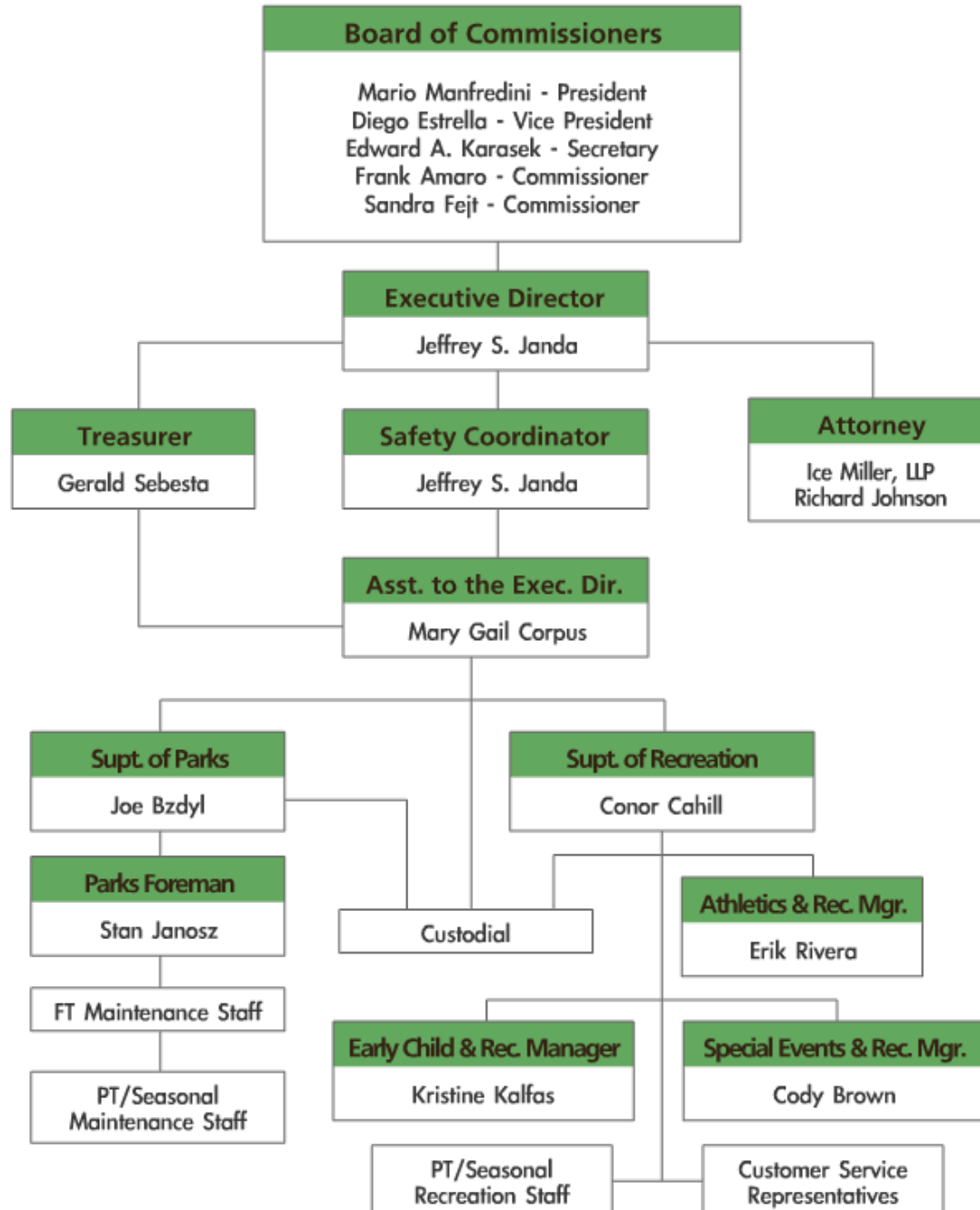


APPENDIX A

Suggested Agenda

- I. Call to Order - Roll Call of Commissioners **(action)**
- II. Pledge of Allegiance
- III. Adoption of Agenda **(action)**
- IV. Acceptance of Minutes **(action)**
- V. Public Comments
- VI. Treasurer's Report **(action)**
 - A. Monthly Financial Statements
 - B. Approve Payables
- VII. Executive Director's Report **(information)**
- VIII. West Suburban Special Recreation Association **(information)**
- IX. Correspondence
- X. Standing Committee Reports **(information)**
- XI. Unfinished Business
- XII. New Business
- XIII. Future Meetings
- XIV. Closed Session (when necessary)
- XVI. Reconvene Open Meeting
- XVI. Call to Order **(action)**
- XVII. Roll Call
- XVIII. Action (if any) Taken in Open Session **(action)**
- XIX. Adjournment **(action)**

Organizational Chart





Board of Commissioners NEED TO UPDATE

The Park District is governed by five elected park district commissioners who are elected to 6-year terms on a staggered basis and who serve without compensation or remuneration.

Commissioner

The primary role of the elected board of commissioners is to set and approve policy, and to approve financial expenses. The Board employs an Executive Director, who in turn is responsible for all aspects of the operation and management of the District within established policy and procedures.

Board President

The President of the Board is elected from within the Board of Commissioners and serves on an annual basis. The President speaks on behalf of the Board of Commissioners and serves as Chairman for all official Board meetings.

Vice-President

The Vice-President of the Board is elected from within the Board of Commissioners and serves on an annual basis. The Vice-President runs Board meetings when the President is unavailable.

Secretary

The Secretary is appointed on an annual basis and is the official keeper of the records for the Berwyn Park District.

Treasurer

The Treasurer is appointed by the Board and serves as the Chief Financial Officer for the Berwyn Park District. The treasurer is responsible for the investment of park district funds and oversees financing, auditing, and reporting.

Attorney

The attorney serves as legal counsel to the Berwyn Park District, its Board, and Executive Director related to park district business and issues.

Executive Director

The Executive Director is employed by and reports to the elected Board of Commissioners. The executive director is responsible for all aspect of planning, operation, and management of the district, its facilities, programming, and staffing within the policies set forth by the Board of Commissioners.

Safety Coordinator

The Safety Coordinator/Risk Manager is responsible for management of the District's safety related to programs, facilities, and staffing.

Superintendents

The District has two superintendents representing the Recreation Department and the Parks Maintenance Department, respectively. The Superintendents serve as department heads and are responsible for department operations on a daily basis. They report to the Executive Director.



APPENDIX C

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

1. Electronic Communication Policy **NEED TO DEVELOP**
2. Remote Attendance Policy
3. Ordinance Fixing the Length of Time a Park Commissioner May Fail to Attend Regular Meetings of the Park Board in Order for Declaration of Vacancy (not adopted)
4. Resolution Authorizing Destruction of Verbatim Records