

**Park District of Franklin Park  
Board of Park Commissioners  
Policy Manual**

**Park District of Franklin Park Board Policy**

**Park District of Franklin Park  
Park Board of Commissioners Policy Manual**

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**PARK DISTRICT OF FRANKLIN PARK  
PARK BOARD POLICY**

**SECTION 1 – INTRODUCTION**

**Section 1-1: Park District History**

Established on July 17, 1964, the Park District of Franklin Park has served as a cornerstone of community life, providing residents with access to vibrant parks, engaging recreational programs, and gathering spaces for generations. The Franklin Park Women’s Club and local Kiwanis Club came together to create the foundation of the Park District with a goal of providing recreational programs for the community. With a mission deeply rooted in enhancing the quality of life for all residents, the Park District is committed to fostering a sense of belonging, promoting health and wellness, and cultivating a spirit of unity and vitality within the community.

The Park District of Franklin Park serves approximately 15,158 residents residing north of Grand Avenue in Franklin Park, offers more than 250 programs each year, and operates 19 parks totaling 25.13 acres and four facilities. Facilities include a year-round indoor Ice Arena with a full sheet of ice and Studio Arena, North Park Banquet Hall and Sports Arena, the Community Center, and the Pool on Pacific, an outdoor aquatic facility. The park district employs 24 full-time staff, augmented seasonally by more than 120 part-time employees.

**Section 1-2: Mission Statement**

Dedicated to the Franklin Park community, we provide distinctive recreation opportunities through quality programs, parks and facilities.

Entrusted with our resident’s investment, we are committed to fiscal responsibility, leadership, and the highest standard of service.

Challenged with environmental and energy concerns, we are responsible for conservation, community education, and the best practices in resource management.

Considering the needs and richness of our diverse community, we create awareness of the lifelong benefits of parks and recreation.

**SECTION 2 – GOVERNANCE**

**Section 2-1: Roles Defined – Board of Commissioners and Executive Director**

The Board recognizes the importance of clearly defining the respective roles of the Board, the Executive Director, and District staff to ensure effective governance, accountability, and operational efficiency.

In accordance with 70 ILCS 1205/8-1(d), the Board is responsible for enacting all necessary ordinances, rules, and regulations to facilitate the proper management and administration of the Board and the District. This includes establishing, by ordinance, all essential rules and regulations governing the oversight, protection, and use of parks, boulevards, driveways, and other properties under its jurisdiction, thereby advancing the objectives for which the District was created.

The primary role of the Board is to provide strategic direction and establish policies that guide the operation, oversight, improvement, and planning of the District’s parks, recreational facilities, and programs. The Board functions collectively as a governing body, and individual Commissioners do not possess independent authority to act on behalf of the District. In accordance with the governance structure of the District, the Board is responsible for overseeing only one staff member, the Executive

## **Park District of Franklin Park Board Policy**

Director. Only the Board acting as a unified entity has the authority to provide direction to the Executive Director or to make official decisions on behalf of the District.

A fundamental responsibility of the Board is to set policy. From time to time, Commissioners may have questions regarding policy implementation, facility operations, or specific programs within the District. In such cases, inquiries or concerns should be directed to the Executive Director, either verbally or in writing, ensuring that an appropriate and timely response is provided. This process reinforces the Board's commitment to effective governance while respecting the operational responsibilities of the Executive Director and staff.

The Executive Director is responsible for the overall management and administration of the District's operations, facilities, and programs, ensuring alignment with Board policies and strategic objectives. Hired by and directly accountable to the Board of Park Commissioners, the Executive Director serves as the chief administrator, providing professional services and acting as the liaison between Board policy formulation and its implementation through administrative procedures.

Key responsibilities of the Executive Director include directing daily operations and establishing program fees; overseeing staff hiring, supervision, evaluation, and termination in accordance with District policies; and ensuring fiscal responsibility with authority to approve contract expenditures (including change orders to previously approved contracts) for up to \$10,000.00. Expenditures are subject to the requirements outlined in Section 8-1 of the Illinois Park District Code, *See* 70 ILCS 1205/8-1.

The Executive Director sets and approves staff goals and objectives consistent with the District's mission and Board-approved initiatives. Additionally, the Executive Director serves as the District's primary spokesperson, maintaining relationships with legislators, community leaders, and strategic partners.

Commissioners should not issue directives directly to staff or participate in the day-to-day operations of the District except by acting collectively in accordance with the Open Meetings Act and through the Executive Director. All direct questions, comments, and requests for information between the Board and staff, as well as between individual Commissioners and individual staff, shall be communicated through the Executive Director. The Executive Director shall also perform any additional functions as required by law or as directed by the Board.

The staff members are District employees engaged in delivering the programs and/or services that directly meet the recreational and park needs of the public. The staff includes Superintendents, Executive Directors, Managers, Supervisors, and specialists in all areas and aspects of District services. The primary function of the staff is to perform, under the direction of the Executive Director, the various duties and responsibilities required to provide well-balanced and excellent park and recreation services.

### **Section 2-2: Number of Commissioners**

The government of the Park District of Franklin Park is vested in the Board of Park Commissioners, which consists of five (5) duly elected members. The Board serves as the corporate authority governing the District in accordance with applicable federal, state, and local laws and regulations.

### **Section 2-3: Term of Office**

Each Commissioner shall serve a six-year (6) term, with terms expiring on a staggered basis. Commissioners shall remain in office until their successors have been duly elected, qualified, and sworn in.

## **Park District of Franklin Park Board Policy**

### **Section 2-4: Qualifications**

A candidate for election or appointment as a Commissioner must meet the qualifications of the Illinois Park Code and the Illinois Election Code. These requirements include being a resident of the District for at least one (1) year prior to the election or appointment, a registered voter within the District, and not being in arrears on any taxes or other financial obligations owed to the District. Additionally, the candidate must not have been convicted in any U.S. court of an infamous crime, bribery, perjury, or any other felony. All persons considering a candidacy for the office of Commissioner should consult with their attorney on the specific requirements for the office to be pursued, *See 70 ILCS 1205/2-11*.

### **Section 2-5: Oath of Office**

All elected and appointed Commissioners shall, before assuming the duties of their office, take and subscribe to the following Oath of Office, which shall be filed with the Secretary of the Board:

#### **Oath of Office**

I, \_\_\_\_\_, having been elected as a Commissioner of the Park District of Franklin Park in the County of Cook, State of Illinois, DO SOLEMNLY SWEAR that I will support the Constitution of the United States and the Constitution of the State of Illinois and that I will faithfully discharge the duties of the office of Commissioner to the best of my ability.

### **Section 2-6: Powers and Obligations of the Board of Park Commissioners**

The fundamental obligations of the Board are to establish basic policies for the operation, control, maintenance, improvement, and planning, present and future, of park and recreation facilities and activities within the District. The Board shall fulfill the duties assigned to it by the Illinois Park Code and other statutes, including:

- a) select and hire an Executive Director as chief administrative officer and properly delegate to them the authority and responsibility to execute its policies, enforce its rules and regulations, and administer the parks and recreation facilities, programs, and services;
- b) annually, as required by law, appropriate funds and levy taxes for the various purposes allowed by law and in order to carry out such of those purposes as it in its sole discretion deems necessary or desirable;
- c) approve the budget, financial report, audits, major expenditures, and payment of obligations, and shall also develop policies whereby the administration may formulate and implement procedures, regulations, and other guides for the orderly accomplishment of business;
- d) enact policies and adopt ordinances and resolutions as necessary or appropriate and see that such are effectively administered;
- e) assume responsibility for keeping informed concerning the purposes, achievements, requirements, and financial condition of the parks, recreational facilities, and programs of the District;
- f) set a strategic direction that adopts goals relating to the District's mission;
- g) stay informed about pending legislation that could affect park districts. When appropriate, the Board may be encouraged to contact city, county, state, and federal elected representatives to advocate the best interests of the District.

### **Section 2-7: Compensation**

As required by Article 4-1 of the Illinois Park District Code, Commissioners shall act as such without compensation.

## **Park District of Franklin Park Board Policy**

### **Section 2-8: Use of Park District Programs and Facilities**

Commissioners must possess reasonable, first-hand knowledge of the District's facilities and operations in order to properly oversee the District's affairs and ensure that the District's operations are consistent with the expectations and desires of their constituents. Commissioners must be educated as to the condition and scope of all parks, facilities, programs, events, and recreational opportunities. Commissioners have a duty to act as a resource and as the "eyes and ears" of the citizens of the community, making sure that the District is meeting their needs. The Board's functions include appraisal and evaluation of past and future recreational programs, physical conditions of its buildings and grounds, efficiency of personnel, and establishment of goals and priorities for recreational programs, land development, capital expenditures, and operations. By participating in programs and using facilities, Commissioners will be better positioned to deliberate and decide important questions regarding the District's plans and to propose constructive policies intended to benefit their constituents.

To facilitate Commissioner involvement and familiarity with District programs and facilities, Commissioners may register for programs and facility use at a discounted rate that reflects only the direct cost incurred by the District, such as fees paid to outside contracted program providers or the cost of event tickets. However, Commissioners may only register after the District has accommodated participants who have paid the full fee. If a program incurs a waitlist, the Commissioner will be placed on the waitlist after all paying patrons. Please note this Commissioner pricing does not extend to their immediate family members.

Commissioners who utilize the District's Commissioner pricing are required to adhere to the same rules and policies that apply to the general public. To qualify for the discounted rate, the Commissioner must be holding office at the time of participation. The District reserves the right to revoke Commissioner pricing for any Commissioner found to be in violation of the applicable rules or policies.

At the conclusion of a program session or season in which a Commissioner has participated, the Commissioner, if requested, will provide an evaluation of the program to the Executive Director.

### **Section 2-9: Board Meeting Attendance**

Commissioners are expected to attend all regular Board meetings, assigned Committee meetings, special Board meetings, and Board training sessions. Regular attendance is essential to fulfilling the responsibilities of the position and serving the best interests of the residents and taxpayers.

### **Section 2-10: Filling Vacancies on the Board of Park Commissioners**

A vacancy on the Board of Park Commissioners may be declared whenever a member:

- a) Dies;
- b) Resigns;
- c) Becomes under legal disability;
- d) Ceases to be a legal voter in the District;
- e) Is convicted of an infamous crime, bribery, perjury, or any other felony;
- f) Refuses or neglects to take the oath of office;
- g) Becomes disqualified or is unable to serve for any other reason as provided by law.

Vacancies may be filled by a majority vote of the remaining Board members. The appointed individual shall serve in accordance with the term specified by law, *See* 70 ILCS 1205/2-25.

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### Section 2-11: Commissioner Recruitment, Training, and Orientation

The Board recognizes the importance of actively seeking qualified residents of the District for election or appointment to the Board. As leaders, Commissioners should engage in identifying and encouraging potential candidates to consider serving. To support this effort, District staff will prepare and provide an informational packet containing essential details for prospective candidates. Once the election results are certified, an informational session with the Executive Director and administrative staff will be conducted to provide insights into Board responsibilities and District operations.

To ensure a smooth transition and effective governance, the Board acknowledges the importance of assisting newly elected or appointed Commissioners in understanding the functions and operations of the District. The Board, Executive Director, and administrative staff will facilitate the orientation of new Commissioners by providing guidance on Board functions, policies, procedures, roles, and responsibilities.

The following methods will be employed to support new Commissioners:

- a) New Commissioners shall be encouraged to meet with the members of the Board to discuss matters of policy and procedure and discuss the role of members of the Board of Park Commissioners, provided these meetings are held in accordance with the Open Meetings Act, *See* 5 ILCS 120/1, et seq.
- b) New Commissioners shall be invited to an orientation with the Executive Director for an overview of the District and department responsibilities.
- c) New Commissioners shall be given selected materials on the duties and responsibilities associated with Board membership. These materials shall include a copy of this Manual, the administrative policy manual, and other pertinent materials on the functions of the Board and the District.
- d) Staff shall facilitate the opportunity for each Commissioner to complete the Open Meetings training required by the Open Meetings Act within 90 days of taking the oath of office. A copy of the certificate of completion will be filed with the Park District, *See* 5 ILCS 120/1.05(b).
- e) The incoming Commissioner should attend an Illinois Association of Park Districts (IAPD) New Commissioner Orientation (“Boot Camp”) or equivalent training program.
- f) In accordance with the Illinois State Officials and Employees Ethics Act, *See* 5 ILCS 430/1-1, et seq., and as a best practice (rather than a strict legal requirement), Commissioners should complete the Sexual Harassment Prevention Training course developed by the Illinois Department of Human Rights or other approved course meeting the minimum standards of state law. Commissioners will also be responsible for being familiar with the District’s policy for handling complaints of sexual harassment made by one elected official against another elected official. The policy is in 3.09 of this Manual.

By implementing these strategies, the Board aims to cultivate knowledgeable and engaged Commissioners who can effectively contribute to the governance and advancement of the District.

### Section 2-12: Annual Meeting

The Annual Meeting of the Board will be held during the last meeting in May and shall include the swearing in of newly elected Commissioners, the election of the Board officers, including the President and Vice-President, *See* 70 ILCS 1205/4-7, and the Secretary and Treasurer are appointed for one-year terms, *See* 70 ILCS 1205/4-8. *See* Section 2.15 Officers of the Board: Duties.

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### **Section 2-13: General Conduct of the Board**

The Board recognizes the importance of decision-making and public responsiveness, which requires a commitment to sound policies. To ensure efficiency and effectiveness in fulfilling their responsibilities, Commissioners should:

- a) Avoid making individual pronouncements and public conjectures outside of official Board meetings regarding District matters that have not yet been decided by the Board.
- b) Represent all the people of the District while avoiding partisanship based on special interests.
- c) Make decisions related to District business based on study and evidence recognizing that personal feelings, opinions, and other such factors are not conducive to sound decision making.
- d) Act collectively as a Board and not as individuals. Commissioners should abide by the majority vote (or other vote as may be required by law) of the Board and support the determination of the Board.
- e) Speak or act for the Board only when specifically authorized to do so by action of the Board.
- f) Understand and respect the separation of Board responsibilities and functions from those of the Executive Director and District staff.
- g) Serve as an active, voting member of the Board in advancing the District's mission and carrying out Board responsibilities.
- h) Adhere to Board policies.
- i) Regularly attend and be attentive at scheduled Board and Committee meetings, Board retreats, other Board development activities, special events and District functions.
- j) Review and become well-informed about issues and agenda items in advance of meetings.
- k) Respect and consider all opinions of and input received from the public, the various points of view of fellow Commissioners, and the principle of collective decision making.
- l) Maintain the confidentiality of matters considered in Closed Session.

### **Section 2-14: Professional & Civic Memberships**

Commissioners are encouraged to attend educational meetings and activities within and outside the District to extend their understanding and knowledge in order to carry out their duties. The exchange of ideas through conferences and meetings with members of other boards and professionals is a source for gaining valuable information. Specific examples but not limited to: National Recreation and Park Association (NRPA) or Illinois Park and Recreation Association (IPRA).

The District will pay the Commissioner's registration and official hotel and travel expenses where applicable and as budget permits. Commissioners are eligible to request a per diem for conferences as outlined in the District's Per Diem Procedure and the Local Government Travel Expense Control Act.

In addition, the District will pay the costs for Commissioner's attendance at functions such as West Suburban Special Recreation Association (WSSRA) fundraisers, Illinois Association of Park Districts (IAPD) events and meetings, and other local affairs, such as those hosted by the Chamber of Commerce and other local civic organizations, as budget permits. Attendance at such events is beneficial to the District by fostering and strengthening community and intergovernmental relations.

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### Section 2-15: Officers of the Board: Duties

The officers of the Board shall include the President, Vice President, Secretary, and Treasurer.

The President and Vice President are elected annually by the Board during the Annual Meeting. If these officers are not elected at that time, the Board shall elect them at the next available meeting. The Secretary and Treasurer are appointed at the Annual Meeting. Each officer shall serve a one-year term or until their successor is elected, or until their resignation, removal, or other circumstances giving rise to a vacancy. Officer vacancies may be filled by the Board at any Regular or Special Board meeting called for that purpose. No Commissioner may serve more than two consecutive terms in the same officer position. In cases of temporary absence or incapacity, a majority of the Board may appoint an interim officer to fulfill the duties of the absent officer.

#### Annual Election

President becomes	Commissioner
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Vice-President becomes	President
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Treasurer becomes	Vice-President
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Secretary becomes	Treasurer
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Commissioner becomes	Secretary
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#### After a Park District Election

Most votes becomes	Secretary
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Least votes becomes	Commissioner
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#### President

The President shall serve as the Chief Legislative Officer of the Board and hold the same rights and privileges as any other Commissioner. The President presides over all Board meetings and may call Special Board meetings at the request of two or more members or at their own discretion, as authorized by statute, *See* 70 ILCS 1205/4-9.

#### President Responsibilities

- a) **Presiding Over Meetings:** Preside at all Board meetings, except for Committee meetings, which shall be chaired by the designated committee chair.
- b) **Board Administration:** Ensure the enforcement and faithful execution of all Board ordinances and directives.
- c) **Contracts and Documents:** Sign all contracts, ordinances, and official documents authorized by the Board.
- d) **Board Communication:** Maintain a strong working relationship with the Executive Director and ensure clear communication with all Commissioners regarding important District matters.
- e) **Appointments and Representation:** Appoint Board representatives to committees or commissions with Board approval. Represent the Board at official functions, public meetings, and community events.

## Park District of Franklin Park Board Policy

- f) **Executive Director Oversight:** Will lead the Board in conducting annual evaluation of the Executive Director and ensure adherence to Board policies. The Vice President will assist with the Executive Director evaluation process.
- g) **Voting Rights:** As a full voting member of the Board, the President may vote on all matters.

The President is elected by the Board for a one-year term or until a successor is elected. As the chair of Board meetings, the President is responsible for:

- a) Calling meetings to order and guiding proceedings in accordance with established rules of order.
- b) Announcing and organizing the business before the Board in the proper order.
- c) Recognizing members entitled to speak and facilitating orderly discussion.
- d) Stating and putting to vote all properly moved questions and announcing results.
- e) Preventing frivolous or disruptive actions and maintaining decorum during debate.
- f) Ensuring Board proceedings adhere to established rules of order.
- g) Taking necessary actions to address disorderly conduct, including clearing the meeting room if required.
- h) Assisting in the efficient and effective conduct of Board business while respecting the rights of all Commissioners.

### **Vice President**

The Vice President shall assume the duties and powers of the President in the event of the President's absence, refusal, or inability to act. The Vice President shall be elected by the Board to serve a one-year term or until a successor is elected, and the practice of the Board has been to re-elect the Vice President for a second year.

### **Secretary**

The Secretary shall serve as the official custodian of the corporate seal and all books, records, and official documents of the Board.

Responsibilities include:

- a) **Records Management:** Maintain and secure all Board records, including minutes, ordinances, resolutions, and other official documents, ensuring public access in accordance with legal requirements.
- b) **Meeting Administration:** Attend all Board meetings and accurately record and preserve meeting minutes, or delegate to the Assistant Secretary.
- c) **Document Authentication:** Attest and affix the corporate seal to official documents as required.
- d) **Oaths and Affirmations:** Administer all necessary oaths and affirmations and sign all official documents of the Board.

The Secretary may be a Board-appointed employee and is required to act under the general supervision of the Board. One person may hold both offices of Secretary and Treasurer, *See 70 ILCS 1205/4-8*.

### **Treasurer**

The Treasurer shall serve as the primary liaison between the Board and staff on financial matters and be responsible for the proper receipt, safekeeping, and disbursement of Park District funds.

Responsibilities include:

## Park District of Franklin Park Board Policy

- a) **Financial Oversight:** Ensure that all District funds are received, deposited, invested, and disbursed in accordance with Board policies and legal requirements.
- b) **Reporting:** Provide monthly reports on receipts, disbursements, and financial status to the Board.
- c) **Audit Compliance:** Work with external auditors to ensure adherence to financial policies and regulatory requirements.
- d) **Financial Documentation:** Sign and oversee the execution of financial documents as needed.

The Treasurer may be a Board-appointed employee and is required to act under the general supervision of the Board. One person may hold both offices of Secretary and Treasurer, *See 70 ILCS 1205/4-8.*

### **Absence of the Board President and Vice President – President Pro-Tem**

If both the President and Vice President are absent from a Board meeting, they cannot designate a replacement. Instead, a President Pro-Tem shall be appointed for that meeting.

- a) Commissioners shall serve as President Pro-Tem based on seniority. If the Commissioner with the highest seniority declines, the role will default to the most recent past President. The Board Secretary shall maintain a record of each Commissioner's tenure as President Pro-Tem.
- b) The President Pro-Tem shall preside for the duration of the meeting unless the President or Vice President arrives and elects to resume their duties.

### **Section 2-16: Temporary Committees**

The Board believes that resident input is an essential component of the effective planning, implementation, and evaluation of District programs and services. The Board may choose to appoint interested residents to committees to assist in these efforts. The Board has the option of choosing the topic areas a committee may be assigned to study, and how long the study may take. Committees may take the form of a council, task force, or focus group. Each such committee is a public body subject to the provisions of the Open Meetings Act.

### **Forming a Committee**

The recommendation to form a committee may come from the Executive Director, a Commissioner, or the Board President. A recommendation to form a committee should address the following elements:

1. **Rationale** - Why does the District need a committee and what will it study?
2. **Type of Committee** - Task force or focus group.
3. **Method of Selecting Committee Members**
4. **Term of Study if it is a Task Force**
5. **Assignment of Staff and Board Liaisons**
6. **Recommended Size of the Committee**
7. **Responsibilities/Powers of the Committee**
8. **How a Chairperson Will Be Selected**
  - a) When focus groups are formed, discussion should take place on who will facilitate the discussion, how those individuals will be selected, and the questions(s) for study.

### **Types of Committees**

This policy allows the Board to create committees in a format which meets the needs of the Board. Descriptions of the types of committees are as follows:

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### **Focus Groups**

A focus group is made up of volunteers who come together to express their opinions on a question or series of questions defined by either staff or the Board. Typically, the question is defined, the group affected most by a change is identified, and volunteers are sought from that group. A focus group will typically meet for a short period (45 minutes to 2 hours) to discuss the issue. Meetings are facilitated by staff or trained volunteers and are designed to discuss only those issues which are defined in advance. Focus groups benefit the District because they give people the opportunity to express their opinions in a more relaxed environment than a Board meeting or Public Hearing.

### **Task Force**

A task force may be formed by the Board to provide advice on a specific topic area during a specified time period. The purpose of a task force is to provide substantial input during critical periods for the District. These topic areas may relate to long-range planning issues, facility acquisition, and development plans, or assisting in the initiation of large-scale recreational programs. A task force member may be charged with large volumes of work in what may be a short period of time.

### **Section 2-17: Attorney Selection and Review**

It is hereby declared to be the policy of the Board of Park Commissioners to review its selection of legal counsel when and if not less than a majority of its members determines that the District does not have a satisfactory relationship with its legal counsel, and in such case the staff shall make recommendations to the Board, based on relevant considerations, including qualifications and fees.

The Board shall conduct an Annual Review of the Attorney's services, to be completed at the same time as the Executive Director evaluation.

The Attorney shall furnish legal opinions and advice on matters connected with the administration of the District to the Board, its members, committees, the Executive Director, or the Secretary of the Board. The Attorney shall attend Board meetings and shall see that Policies and Procedures adopted by the Board of Commissioners are strictly followed at all Board meetings. The Attorney shall appear for and protect the rights and interests of the District as designated in litigation brought by or against the District, the Board, or any member, officer, or employee in their official capacity, subject to the terms of insurance or risk pool coverage afforded to the District.

The Attorney shall draft or review all ordinances, resolutions, and other instruments as required by the Board or any committee thereof, give opinions on all questions referred to them, and perform such other duties as directed by the Board or any committee or the President of the Board.

The Attorney shall act as the Ethics Officer for the Board of Commissioners.

The Attorney shall notify the Board of any existing or potential conflict of interest in regard to their retention and/or litigation pertaining to the District.

### **West Suburban Special Recreation Association**

The Board shall appoint a representative to the Board of the West Suburban Special Recreation Association.

The representative shall attend all meetings of the Board of the West Suburban Special Recreation Association and shall act and vote on behalf of the District's interests in activities and policies

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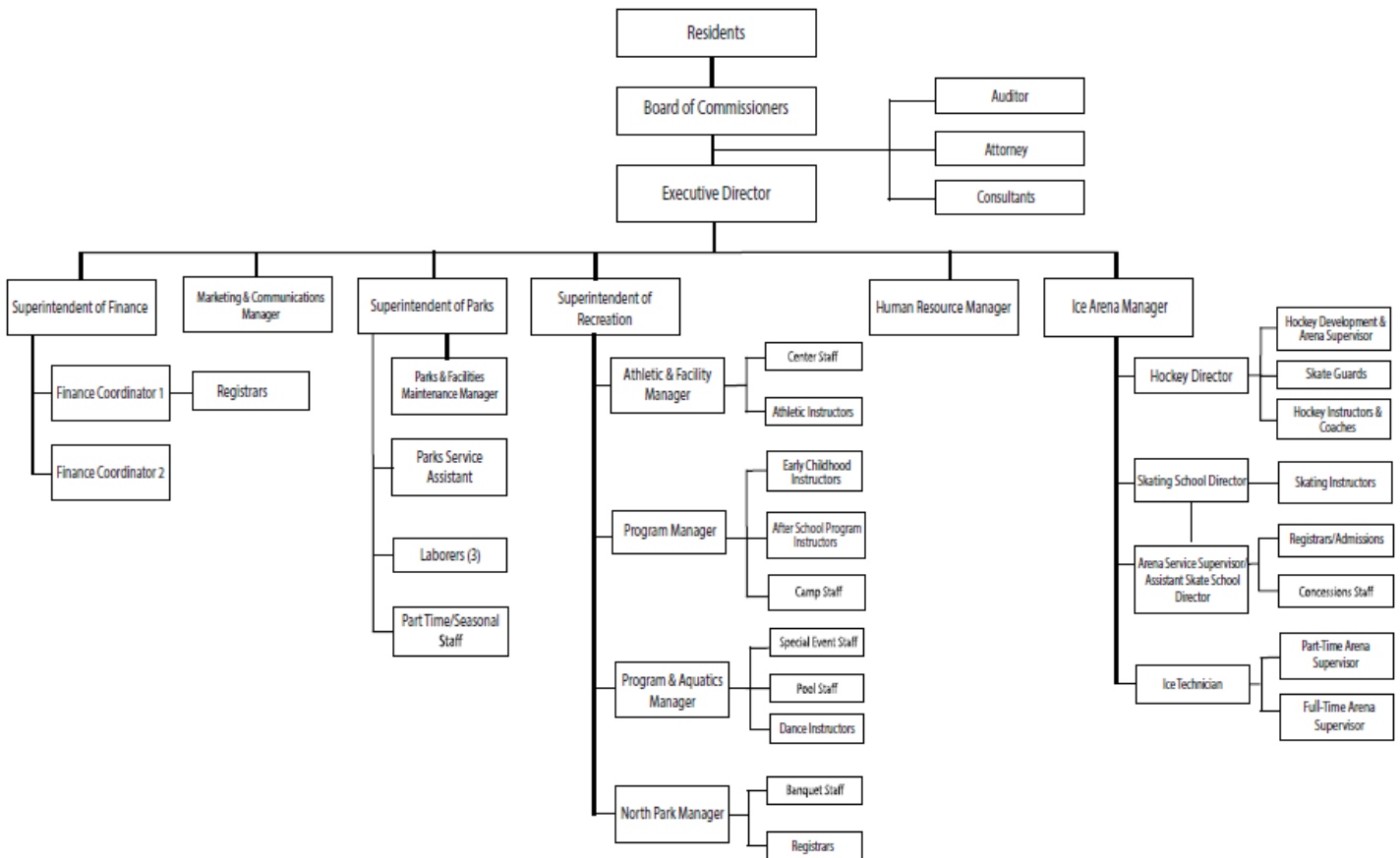
undertaken by that Association. The Executive Director is the WSSRA representative, and the Superintendent of Recreation is the alternative representative.

**Section 2-18: Auditor**

In furtherance of its duty to have the accounts of the District audited annually and its power to engage an auditor, it is hereby declared to be the policy of the Board to review its selection of auditors prior to the end of the term of each audit contract, and for the staff to make recommendations to the Board based on qualifications and fees regarding the selection of an auditor via a process in which qualification statements and fee schedules are solicited from the marketplace.

**Section 2-19: Organizational Structure and Authority**

It is essential for the Board and staff to effectively reflect responsiveness and lines of authority to each other and the community it serves. As such, clear lines of accountability must be available to the community, staff and the Board. An organization chart shall be prepared from time to time outlining these lines of accountability and be published in the annual budget which is available to the public. The organization's structure of authority shall be reviewed by staff at least every year and any changes approved by the Board.



## Park District of Franklin Park Board Policy

### SECTION 3 - POLICY

#### Section 3-1: Official Action by the Board of Park Commissioners

The only mechanism for official action by the Board is action taken at duly called meetings held in accordance with the Illinois Open Meetings Act. Consequently, preparation for, conduct of, and action resulting from Board meetings become matters of crucial concern for the welfare of the District.

#### Section 3-2: Formulation of Policies

The Board, representing the residents of the District, is the legislative body which determines all matters of general policy to be followed in the conduct of the District. Proposals regarding District policies and operations may originate at any of several sources within the District, for example, via a member of the Board, resident, employee, consultant, citizen advisory committee, Executive Director, civic group or any interested parties.

Proposals and suggested amendments to Board Policies or Bylaws shall be submitted in writing to all members of the Board and to the Executive Director. Such proposals shall be taken under advisement and referred to the Executive Director for formulating a recommendation to the Board.

The recommendation for action shall be made known to all Commissioners prior to the regular meeting where action is contemplated and a majority vote of those present shall prevail.

The Board may adopt policies and authorize the Executive Director to formulate rules and procedures to implement the adopted policies.

#### Section 3-3: Limitations of Employment

No Commissioner shall be a paid employee of, or contractor to, the District, except as may otherwise be provided by the Illinois Public Officers Prohibited Activities Act, *See* 50 ILCS 105/1, et seq., or other applicable federal or state law. Staff shall not process any application for employment which is submitted by an incumbent Commissioner.

#### Section 3-4: Meetings

All Regular meetings of the Board of Commissioners are held on the fourth Tuesday of each month at 7:00 p.m. in the Pine Room at the Community Center – 9560 Franklin Avenue, Franklin Park, Illinois. Additionally, Special Board meetings may be scheduled as needed, with dates and times varying based on the purpose of the meeting.

##### a) Meeting Types

##### 1. **Regular, Special, and Reconvened Meetings**

Meetings are subject to the Illinois Open Meetings Act, *See* 5 ILCS 120/1, et seq. (“Act”), shall be open to the public except for those parts thereof which are allowed by law to be held in closed session under the Act, and where the Board of Park Commissioners has voted to close the meeting in accordance with the applicable provisions of the Act. Adjournment of a regular or special meeting, to be reconvened to a later date, may be done by Board action as provided by the Act. At such reconvened meeting, all business may be transacted which would have been proper in the meeting from which adjournment was taken.

##### 2. **Special Meetings**

Special Board meetings shall be called by the President of her/his own motion or on the request of two or more Commissioners.

## Park District of Franklin Park Board Policy

### 3. Closed Sessions

Closed Sessions of the Board may be called as provided by the Act. Closed Sessions are not open to the public and no final action may be taken at a Closed Session meeting.

### 4. Annual Meeting of the Park Board

At the Annual Board meeting, *See* section 2.12 of this policy manual, during the last meeting in May, the Board shall elect a President and Vice President from among the five-member Board, each of whom shall hold their respective offices for one year or until their respective successor shall have been qualified. The Board shall prescribe their powers and duties not inconsistent with the provisions of the Illinois Park District Code. The Board shall appoint a Secretary and a Treasurer who shall hold their respective offices for one year. The Board may also appoint an Assistant Treasurer and/or an Assistant Secretary. In case of temporary absence or inability of any officer to act as such, the Board may fill the office *pro tempore*.

#### b) Determining the Agenda

The Executive Director, after consulting with the administrative staff, shall prepare the agenda for Regular Board meetings. Any two (2) Commissioners may request an agenda item to be placed on the agenda by 10:00 a.m. on the Friday preceding the meeting. The request may require consultation with the Commissioner, Board President, and Executive Director prior to placement on the agenda. The President or Commissioners calling or requesting a Special Board meeting shall prepare the agenda for that meeting, in consultation with the Executive Director.

#### c) Preparation for Meetings

The agenda and available supporting information and data will be emailed and hand delivered to each Commissioner and administrative staff at least 48 hours in advance of the meeting. Notices of all meetings will be posted at the Community Center, visible to the public and on the District's website.

#### d) Procedures During Meetings

The prepared agenda shall be followed during the meetings of the Board, except as may be legally amended at the meeting. The President of the Board, however, may call for changes to the agenda from the Board members and change the agenda if there is no objection by a Board member, but no agenda item requiring final action shall be added to the agenda during a meeting. In the event of an objection, a vote shall be taken to determine the desire of the majority present, except when in conflict with the Illinois Park District Code or District Bylaws, or as otherwise allowed by the President.

#### e) Quorum

A quorum for the transaction of business shall consist of a majority of the members of the Board. If no quorum is present, no official business shall be conducted.

A majority of the Commissioners constitutes a quorum at any Board meeting. The affirmative vote of a majority of a quorum of the Board is required to adopt any motion, resolution, or ordinance.

#### f) Public Comment

Visitors are welcome to address the Park Board during the Public Comment portion of a meeting, following these guidelines:

1. Public Comment will be listed on the Regular Board meeting business agenda.
2. For attendance purposes, visitors are requested to sign in. Those wishing to speak will be recognized by the chair.

## Park District of Franklin Park Board Policy

3. Speakers are requested, but not required, to state their name.
4. Each speaker is allotted three (3) minutes, and only one speaker may speak at a time.
5. The presiding officer will notify the speaker when their time has expired, as determined by the official Board timer.
6. A visitor may choose not to speak; however, visitors may not yield their time to another person or speak more than once on the same topic during the Public Comment portion.
7. By majority vote, the Board may temporarily suspend these rules to allow public comments outside the designated Public Comment portion of the meeting.

### **g) Recordings of Meetings**

In compliance with the Act, the public has the right to record open meetings while maintaining order and preventing disruptions, *See* 5 ILCS 120/2.05.

#### **1. Rules**

Members of the public recording open meetings are required to make sure their recording and placement and use of any recording equipment does not cause a disruption or safety hazard. Excessive noise, obstruction of views, or interference with the meetings proceedings are not permitted.

#### **2. Witness Requests**

If a witness providing testimony requests not to be recorded, the Board will determine whether to grant the request, considering the nature of the testimony and any legal implications.

#### **3. Closed Session Recordings**

In compliance with 5 ILCS 120/2.06, the Board will maintain verbatim recordings of closed sessions for at least 18 months, and may only destroy the recording upon (1) approving the destruction of a particular recording and (2) approving the written minutes of the closed meeting.

#### **4. Enforcement**

Any individual who fails to comply with this policy or causes a disruption may be subject to removal from the meeting at the discretion of the President/Executive Director.

### **h) Manner of Voting**

A roll call vote shall be taken upon the vote on all ordinances and resolutions and upon 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 be reflected in the minutes of the meeting.

**Park District of Franklin Park Board Policy**

**i) Agenda**

The business of the Board shall be transacted in the order outlined below, unless changed and noted on posted agenda or under item #3 below:

1. Call to Order at \_\_\_\_\_ p.m.
2. Roll Call.
3. Pledge of Allegiance.
4. Additions, Corrections and Deletions to the Agenda.
5. Recess for Public Comment at \_\_\_\_\_ p.m.
  - \* The Board of Commissioners welcomes your comments and suggestions at this time. Each speaker will be limited to three minutes.
6. Reconvene at \_\_\_\_\_ p.m.
7. Presentation / Approval of the Regular Board Meeting Minutes dated \_\_.
  - Motion #1** – I move to approve the Regular Board Meeting Minutes dated \_\_.
8. Presentation / Approval of Manual Bill Listing dated \_\_\_\_\_ for \$\_\_\_\_\_.
  - Motion #2** – I move to approve the \_\_\_\_\_ Manual Bill Listing for \$\_\_\_\_\_.
9. Presentation / Approval of System Bill Listing dated \_\_\_\_\_ for \$\_\_\_\_\_.
  - Motion #3** – I move to approve the \_\_\_\_\_ System Bill Listing for \$\_\_\_\_\_.
10. Correspondence.
11. Reports of Officers and Commissioners.
12. Staff Reports:
  - a. Executive Director
  - b. Superintendent of Recreation
  - c. Superintendent of Parks
  - d. Ice Arena Manager
  - e. Marketing & Communication Manager
  - f. Superintendent of Finance/Technology
  - g. WSSRA
13. Unfinished Business
  - a.
    - Motion #4** –
  - b.
    - Motion #5** –
  - c.
14. New Business:
  - a.
15. Suggested Motions.
16. Required Signatures.
17. Continue/Adjourn at \_\_\_\_\_ p.m.
  - Motion #6** – I move to continue/adjourn at \_\_\_\_\_ p.m.

## Park District of Franklin Park Board Policy

### j) Minutes

The minutes of the open meetings of the Board shall include the type (regular, special, reconvened); date and place of the meeting; the person presiding; roll call of members physically or by audio or video conference present and the presence or absence of staff and visitors who have made themselves known. Meeting minutes shall contain a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

Written communications directed to the Board and/or staff during the meeting along with reports from Board members and staff, will be attached to the minutes. A record of each motion voted upon by the Board shall include the member making the motion and the member seconding it, along with the tabulation of the vote. Each Public Body of the District shall approve the minutes of its open meeting within 30 days after that meeting or at the Public Body's second subsequent regular meeting, whichever is later. The Secretary's signature shall be affixed to the minutes after they have been approved by the Park Board. Such minutes, when signed, shall be the official records of such proceedings and shall be permanently filed and indexed for reference purposes. Open meeting minutes will be posted on the District's website within ten (10) days of their approval. All reports requiring Board action, ordinances, resolutions, agreements and other written documents shall be made a part of the minutes by reference and, if so, shall be placed in the District files as a permanent record.

The Board will also maintain minutes of closed meetings. Commissioners will be allowed access to closed meeting minutes at the District's main office, in the presence of a records secretary, the Executive Director, or another Commissioner.

The Board will meet periodically to review the minutes of closed meetings. The Board will review closed meeting minutes every six months, or as soon after as practicable. When reviewing closed meeting minutes, the Board will determine, and report in open session, whether (1) the need for confidentiality still exists as to all or part of the minutes or (2) confidentiality is no longer required and the minutes will be made available for public inspection.

### k) Participation in a Meeting by Audio or Video Conference

#### 1. **Open Meetings**

Except as permitted by law (e.g., in the case of a declared health emergency), a quorum of the members of the Board must be physically present at the location of an open meeting of the Board. Other members of the Board who are not physically present at an open meeting of the Board may participate in the meeting by means of a video or audio conference, subject to this Section.

#### 2. **Closed Meetings**

Except as permitted by law (e.g., in the case of a declared health emergency), a quorum of the members of the Board must be physically present at the location of a closed meeting of the Board. Other members of the Board who are not physically present at a closed meeting of the Board may not participate in the meeting by means of a video or audio conference because under such circumstances the confidentiality of the deliberations of the Board could be inadvertently compromised or inhibited.

#### 3. **Minutes**

The minutes of all meetings of the Board, whether open or closed, shall record whether the members were physically present or present by means of audio or video conference.

#### 4. **Attendance by Means other than Physical Presence**

## Park District of Franklin Park Board Policy

If a quorum of the members of the Board is physically present as required by Section 1 above, a majority of the Board may allow a member of the Board to attend an open meeting of the Board by video or audio conference if the member cannot physically attend because of (i) personal illness or disability, (ii) employment purposes or the business of the Board, (iii) a family or other emergency, or (iv) an unexpected childcare obligation. If a member or members of the Board attend an open meeting thereof by audio or video conference, he or she shall orally acknowledge, as soon as practical after the commencement of such meeting, his or her full name.

The Board must determine whether the audio and video conference equipment is sufficient to allow the Commissioner to participate and vote at the meeting prior to voting to approve remote attendance. A Commissioner attending by means other than physical presence will have the same opportunity to participate and vote during the meeting as if they were physically present.

### 5. Notice

If a member or members of the Board wish to attend an open meeting of the Board by audio or video conference the member must notify the recording secretary of the Board before the meeting, unless advance notice is impractical. If advance notice is not given then it shall be conclusively presumed that advance notice was impractical.

### Section 3-5: Roberts Rules of Order

The business deliberations of the Board of Commissioners shall be conducted in accordance with the current usage of Robert's Rules of Order, except as may otherwise be provided in this Ordinance.

### Section 3-6: Board Voting

A roll call vote is required under the following circumstances:

1. Upon the adoption of an ordinance or resolution;
2. When authorizing or creating a debt, obligation, claim, liability or expenditure on account of the park district, in excess of or for a purpose other than that previously authorized in its combined annual budget and appropriation ordinance; or
3. In all cases where the Board, by previous vote of at least a majority of its members, has established as a matter of official policy that a roll call vote shall be required.
4. Any member of the park board has the right to have his or her vote on any matter reflected in the minutes as "aye," "nay," or "abstain," upon request of such member made when the vote is cast or when the Board is not in agreement.
5. Any member of the park board may request a roll call vote on any issue that requires a board vote.
6. No motion, resolution or ordinance may be passed or adopted unless the affirmative votes of at least three (3) commissioners are received, unless a greater number is otherwise required by law.

### Section 3-7: Holidays

Because of the diverse population of the Park District of Franklin Park, the Park District shall endeavor to avoid scheduling meetings or championship events on holidays.

### Section 3-8: Park District Records

The approved minutes of open public meetings, budget, financial records and policy manuals are official District records and inspection thereof during the District office hours shall be granted when required by and under the Illinois Freedom of Information Act, *See* 5 ILCS 140/1, *et seq.* When inspection of any such official record is granted, examination shall be made in the presence of a District official(s) responsible for such records.

## **Park District of Franklin Park Board Policy**

### **Section 3.9: Communication Policy**

In the discharge of their duties, Commissioners act as a Board and not as individuals. The individual has no more authority over park and recreation policies or personnel than any other citizen. The Commissioner has no legal right to speak for the Board unless specifically authorized to do so by action of the Board. Commissioners should avoid making any promises in advance of a meeting relative to their vote on any proposition which is to be considered. Also, it is improper and ill-advised to give individual pronouncements and public conjectures about Board matters not yet decided by the Board when made outside of the official Board meeting.

Commissioners should respect the Board's commitment to work through its Executive Director by referring questions, suggestions, and requests to the Executive Director rather than staff.

*The Open Meetings Act and Freedom of Information Act should be considered when Commissioners communicate in any form as listed in this section.*

#### **Open Meetings Act Considerations**

Communication between Park Board Commissioners is impacted several Illinois laws, including the Open Meetings Act (5 ILCS 120/1 et seq.); the Local Records Act (50 ILCS 205/1 et seq.); and the Freedom of Information Act (5 ILCS 140-1 et seq.).

To avoid violating Illinois law via email use: Commissioners should not include any more than one (1) other Commissioner on an email, text message, or any other means of contemporaneous communication where the discussion relates to public business. The only exception to this rule is that up to four (4) Commissioners may be simultaneously sent an email from another Commissioner concerning public business, provided that any response by a Commissioner be sent only to the sender and not utilize the "Reply All" option.

#### **Freedom of Information Act Considerations**

In view of the reach of a potential Freedom of Information Act ("FOIA") request to inspect or be provided with copies of public records comprised of email communications between or among Commissioners regarding public business, it is not advisable for a Commissioner to use his or her personal email account for public business.

Communications on privately-owned electronic devices may be subject to disclosure under FOIA, including email, text messages, and social media accounts.

Records of such communications shall not be destroyed, deleted or otherwise discarded or altered. Only communications related to public business are subject to disclosure under FOIA, regardless of how or from what device or address communicated. In the case of existing records of past electronic communications by or among Commissioners where personal email addresses, or text messages or social media communications from personal cell phones were used, such records shall not be destroyed, deleted, discarded or altered.

#### **Commissioner Use of Social Media**

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to a, personal website, social media site, social network or affinity website, web bulletin or chat room, as well as any other form of electronic communication on the Internet.

##### **a) Record-Keeping**

Social media posts are considered public records and, therefore, must be preserved if: (1) either the post is made using an official District account, or a private account is used to post information

## Park District of Franklin Park Board Policy

to the public for the public body; and (2) the content is unique (for example, if the same event announcement is put out via both a public body press release and a post on an official public body social media account, then only one copy must be kept). As to postings by a Commissioner on a District social media sites, the District's General Social Media Policy and Terms of Use contains information regarding record- keeping requirements of which the District must be aware. If a Commissioner uses a private social media account to post information to the public concerning public business, she/he should be aware that such use may have public record-keeping implications.

### b) Open Meetings Act

The Open Meetings Act may come into play while using social media if there should occur contemporaneous communications regarding public business among at least a majority of a quorum of the Commissioners. Caution is urged when Commissioners are commenting or posting on social media about District Business, especially if it is apparent that there are already two Commissioners engaged in such a discussion. In which case, it may be best that no other Commissioner become a party to such discussion. In this regard, even "liking" a given post could possibly be construed to be participating in the discussion.

### c) Public Forums

A Commissioner's use of social media, even on personal accounts, could implicate the First Amendment if that account or site is deemed a public forum for free speech. To protect the District from potential constitutional challenges, Commissioners are encouraged to refrain from using their personal social media accounts, sites, and platforms, when interacting and communicating with third parties concerning public business. Instead, and in an effort not to create a public forum in the use of their own personal social media accounts, sites, or platforms for such expressive purposes, Commissioners are encouraged to utilize the social media accounts and platforms of the District when they discuss or comment on District business, in accordance with and subject to the Park District of Franklin Park General Social Media Policy and Terms of Use as now existing or as may be hereafter amended.

a. Further, in the use of their personal social media for interactive purposes, should that occur, Commissioners are encouraged to refrain from:

- i. using the title of their office on their personal social media account(s);
- ii. categorizing their social media site as that of a government official;
- iii. listing as contact information their official Park District email address and/or the telephone number of the Park District's office;
- iv. including the web address of the official Park District website;
- v. posting content expressly addressed to your constituents;
- vi. submitting posts on behalf of the Park Board as a whole;
- vii. asking your constituents to use your social media platforms as a channel for constituent conversations; and
- viii. utilizing social media accounts for postings with a strong tendency toward matters related to your public office.

b. If a Commissioner maintains a social media account related to their role as a Commissioner for discussion of public business, they must be aware that their actions in interacting with constituents may be imputed to the Park District. As such, Commissioners should familiarize themselves with the General Social Media Policy and Terms of Use and avoid activities that could implicate the First Amendment (such as removing comments, blocking users, or otherwise restricting free expression).

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Commissioners are encouraged to include a disclaimer on their personal social media accounts to the following effect:

*“The views expressed by me herein are those of me individually and do not necessarily reflect the views of the Park District of Franklin Park or the Board of Commissioners thereof”.*

### **Section 3.10: Board of Park Commissioners Ethics Policy**

Commissioners are expected to be of high moral and ethical character and to work together as a team to serve the community. Each Commissioner is expected to act in the best interest of the District, free of outside influence and self-interest. In accordance with this policy, Commissioners should educate themselves about, and comply with, all federal, state and local laws, regulations and ordinances applicable to the conduct of the District’s elected officials.

These include, but are not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1, et seq.), the Public Officers Prohibited Activities Act (50 ILCS 105/1, et seq.), the Illinois Human Rights Act (775 ILCS 5/1-101, et seq.) and this Manual.

### **Definitions**

For purposes of this Ethics Policy the following definitions shall apply:

- **Business Entity**  
Any organization or enterprise (operated for profit), including, but not limited to, a sole proprietorship, partnership, limited liability partnership, corporation, limited liability company, firm, business, trust, joint venture, syndicate or association.
- **Close Relative**  
Includes the following relationships, whether established by blood, marriage, adoption or other circumstances: Parent/daughter/son, spouse, civil union partner, grandparent/grandchild, sibling (includes in-laws, step and half relationships of the aforementioned where applicable), aunt/uncle, niece/nephew, first cousin and significant other (i.e. romantic relationship).
- **Contract or Doing Business with the District**  
Any agreement between the District and any person, firm, corporation or other business entity for the purchase of materials, goods, services or real estate. Contract shall also mean a deposit of monies, loans, or other financial service provided to the District by banks and thrift institutions. Contract shall also mean employment by the District.
- **Direct Business Competition**  
Direct business competition occurs when one or more business entities provide a similar product or service and as a matter of practice compete for the same market or customers.
- **Disclosure**  
The filing, with the Park District Attorney, of a written statement that describes the economic relationship.
- **Economic Relationship**  
Any financial dealing, business relationship or client representation. This shall include any transaction or dealing of any kind or nature with a petitioner, where the value of the goods, service or other benefit exchanged exceeds one hundred fifty dollars (\$150).

However, in no event shall the term Economic Relationship be deemed to include a transaction in which the Commissioner is the consumer of a good (for example, clothing purchased from a merchant) or service (for example, dinner at a restaurant or the procurement of medical services), where the consumption of the good or service occurs in the ordinary course of the petitioner’s business and the price of the good or service is fixed by the merchant or service provider and is no different from that which is offered to the general public. Economic Relationship shall also specifically include campaign contributions totaling more than one hundred fifty dollars (\$150)

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(whether in cash or in kind) by the petitioner made to or for the benefit of the Board or the Commissioner's campaign committee or campaign fund in the past four-year time period.

- **Financial Interest**

Any economic interest or relationship, whether by ownership, trust, purchase, sale, lease, contract, option, investment, employment, gift, fee or otherwise. This shall include any such interest whether present, promised or reasonably expected; whether direct or indirect; whether or not legally enforceable; whether in the person or in a parent or subsidiary corporation, or in another subsidiary of the same parent corporation. A financial interest shall include, but is expressly not limited to, any economic interest, as set forth above, of a spouse or dependent child, as well as any economic interest held by an agent on behalf of an official or employees, a spouse or dependent child. It shall also include any economic interest held by an agent on behalf of an official or employee by a business entity managed or controlled by or by a trust in which an official or employee has a substantial interest. A business entity is controlled by an official or employee when that person or that person's spouse or dependent child, singly or in the aggregate, possess a majority ownership interest in the entity. An official or employee has a substantial interest in a trust when that person, the spouse or dependent child, singly or in the aggregate has a present or future interest worth more than one thousand dollars (\$1,000). "Financial interest" shall not include authorized compensation or salary paid to an official or employee for services rendered to the District, or any economic benefit generally available to the residents of the District.

- **Ownership Interest**

A person has an ownership interest if the person is the sole proprietor, partner, stockholder, and other equity interest owner, has entered into a joint venture; is a beneficiary owner or holds any other legally recognized interest normally indicating ownership.

- **Past Year**

The preceding calendar year plus any time elapsed during the current year prior to the filing of the Disclosure Statement.

- **Person**

Shall include any individual or business entity such as a partnership, corporation, or joint venture.

- **Prohibited Acts**

A prohibited act is an act that is forbidden under penalty of law.

*In addition to the above Illinois statutes, each Commissioner will be responsible for the following in regards to ethics:*

### **Disclosure**

A written Disclosure Statement should be filed with the District's Attorney for the following:

a) **Interest in Business Entity Doing Business with or Seeking Consideration from the District.**

Any financial or ownership interest of one percent (1%) or more in any business entity which has done business with or sought consideration from the District during the past year. The disclosure shall include the extent and nature of the ownership interest and the type of business conducted with or consideration sought from the District.

b) **Position of Influence in Business Entity or Community Organization Doing Business with or Seeking Consideration from the District.**

Any position of influence such as officer, park commissioner, Executive Director, partner, attorney for, volunteer or consultant for any business or Not For Profit entity doing business with or seeking consideration from the District or any of its affiliates and joint venture partners, if any. The disclosure shall include the position and the type of business conducted with or consideration sought from the District.

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c) **Employment by Business Entity Doing Business with or Seeking Consideration from the District.**

Any employment by any entity doing business with or seeking consideration from the District. This statement shall include the type of business with or consideration sought from the District.

d) **Personal Business done with or Consideration Sought from the District.**

Any business which you have done personal business with or any consideration which you have sought from the District. The statement shall include the type of business with or consideration sought from the District.

### **Public Disclosure**

When a Commissioner is called upon to act on a matter in the course of his or her official duties, the Commissioner shall publicly disclose any economic relationship the Commissioner has with a petitioner, prior to acting on the matter, where either:

- a) The Commissioner has a current economic relationship with a petitioner
- b) The Commissioner has had a previous economic relationship with a petitioner while the Commissioner knew that the petitioner was seeking consideration from the District
- c) The Commissioner is actively pursuing an opportunity to establish an economic relationship with the petitioner. If disclosure pursuant to this policy would violate a confidential relationship between the Commissioner and the petitioner (such as an Attorney/Client privilege or HIPAA), then the Commissioner shall abstain from acting on the matter and, when abstaining, need state only that the abstention is done pursuant to this policy.

### **Conflict of Interest**

a) **Standard for Determining Conflict of Interest.**

For purposes of this section, a conflict of interest is created when a non-District interest could cause an impairment of the Commissioner's or employee's ability to exercise full independent judgment on behalf of the District. The standard for determining impairment of independent judgment is objective rather than subjective and shall be whether a person of ordinary and reasonable judgment would be affected.

Any of the foregoing notwithstanding, a person shall be deemed to have a conflict of interest in the following circumstances:

The Commissioner has a financial interest directly in his/her own name, or indirectly in the name of another person, association, trust, or corporation, in any contract or the performance of any work in the making or letting of which the Commissioner may be called upon to act or vote.

The Commissioner is representing another person or entity as an advocate or consultant in a matter not concerning the District in which the other entity or person being represented has another interest which is averse to the interests of the District, or when that other entity or person is actively seeking other consideration from the District.

b) **Avoiding Conflict of Interest.**

All Commissioners shall attempt to avoid conflicts of interest with the District. However, if any person develops a conflict of interest due to business commitments, involvement as a volunteer or Commissioner or other matter of personal advantage that were not designed to

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exploit the official's position with the District, the person shall comply with subsection c, below.

### c) **Resolving Conflicts of Interest.**

If a Commissioner develops a conflict of interest that is prohibited by applicable statute, that person will abide by the statute.

If a Commissioner develops a conflict of interest that is described above under "Conflict of Interest," that person shall abstain from discussion, statements and voting on the matter and shall state that he or she is doing so because of a conflict of interest.

If a Commissioner develops a conflict of interest that is not prohibited by statute or is not defined above, that Commissioner shall be permitted to issue written statements with respect to and/or to participate in public meeting discussions of the issue involved in the conflict, however the Commissioner shall also abide by the following:

- Make full written disclosure to the Park District's Attorney and Commissioners or make public disclosure of the conflict at an open meeting. Refrain from voting on the issue involved in the conflict. Refrain from private discussions with other Commissioners, District staff members or District consultants with respect to the issue involved.
- If the conflict involves numerous issues or is so pervasive that it would render the Commissioner unable to properly carry out his or her obligations of exercising full independent judgment on behalf of the District, the person shall resign from the Board of Park Commissioners.

### **Prohibited Acts**

The following acts are not mere conflicts of interest, but are prohibited:

- **Use of Position to Obtain Employment for Others**  
No Commissioner shall, directly or indirectly, obtain or seek to obtain preferential treatment for any person seeking employment or other consideration from the District for any purpose other than the betterment, advantage or best interests of the District.
- **Rewards for Political Activity**  
No Commissioner shall promise employment at the District as a reward for any political activity or cause or require a District employee to contribute to or perform services for any political party as a condition of continued employment or under threat of detriment to employment.
- **Use of Park District Equipment**  
No Commissioner shall request or permit the use of the District owned vehicles, equipment, materials, resources or property for convenience, profit or political purposes, except when such services are available to the public generally or are provided as District policy for the use of such public official.

### **Ethics Advisor**

The District's Attorney is the designated Ethics Advisor for the District. The Ethics Advisor shall, upon request, provide guidance to the Board and employees of the District concerning the interpretation of and compliance with the provisions of this Policy and Illinois ethics laws. The Ethics Advisor shall perform other such duties, as such officer, as may be delegated by the Board.

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### **Employee Performance of Duties**

No Commissioner shall inhibit, obstruct, or otherwise interfere with any District employee in the performance of his or her assigned duties. All inquiries relating to District employees should proceed through the Executive Director or their designee.

### **Future Amendments to State Officials and Employees Ethics Act**

Any amendment to applicable statutes, that is mandatorily applicable and that becomes effective after the passage of this policy shall be automatically deemed to be incorporated into this policy by reference and shall be applicable to the solicitation and acceptance of gifts and to political campaigning. However, any amendment that makes its provisions optional for adoption by local governmental bodies shall not be incorporated into this policy by reference without formal action by the Board.

### **Nepotism Policy**

The full-time concurrent employment by the District of relatives can cause various problems, including favoritism, conflicts of interest, family discord, and scheduling conflicts that work to the disadvantage of the District and its employees. Therefore, it is hereby declared to be the policy of the District (except as otherwise provided below) not to hire for full-time employment, any immediate family member of any then full-time employee of the District, or of any Board Member.

Exception: Full-time employees' and Board Members' immediate family members will be considered for part-time employment and may be hired by the District based on their qualifications, subject to the following:

There may be situations in which the District could benefit by allowing immediate family members to work part-time within the same department as a related Board Member. In such situations, employment of such a prospective part-time employee would first need to be approved by the Executive Director in his sole discretion before employment of such an immediate family member would be allowed.

For the purpose of this policy," immediate family member" includes, whether established by blood, marriage or other legal action: spouse, parent, child including stepchild, sibling, in-law, aunt, uncle, niece, nephew, first cousin, grandparent and grandchild. This policy also applies to romantic relationships.

- **Indirect Anti-Nepotism**

A Commissioner who has a Close Relative employed by the District in a permitted role is not allowed to influence, take action, or contribute to decisions that may materially affect *only* the Close Relative. However, if the proposed decision would affect a general class or larger group of employees (rather than only the Close Relative), then the related Commissioner may influence, take action, or otherwise contribute to the decision making of the Board.

- **Disclosure**

The newly elected Commissioner with actual knowledge that a close relative is employed or has applied for a permitted role must disclose such (i) at their first Board Meeting, if a close relative is employed by the District or (ii) at the first Board meeting after learning that his or her close relative has applied for employment with the District. Each such Commissioner will sign a disclosure and agreement that he or she will not attempt to have any involvement with or influence over the employment relationship and will not be involved in or attempt to influence the recruitment process.

## Park District of Franklin Park Board Policy

- **Changes in Relationships, Changes in Employee's Status and Newly Elected Commissioners**

In the event a Commissioner's relationship changes whereby a close relative is as a result thereof, in an employment position other than one which is those permitted by this policy, the Commissioner shall disclose the relationship to the Board which will then determine what action, if any will be taken with regard to the employment of the employed relative.

In the event an employee's status changes from a permitted role hereunder into a non- permitted role hereunder, the Commissioner who is a close relative of such employee must disclose the relationship to the Park Board and: the employee will be prohibited from continuing in or accepting such prohibited role, or the employee and Commissioner will be requested to reach a mutually agreeable determination to resolve the conflict.

In the event a newly elected Commissioner has a close relative employed with the District who was employed with the District prior to the election and who is not in an employment position which is permitted under this policy the Commissioner must disclose the relationship to the Board and the role may be approved by Board action.

### **Section 3.11: Whistleblower Reporting and Anti-Retaliation Policy and Procedures**

It is the policy of the Park District of Franklin Park to act in accordance with Illinois Public Act 101-652 generally, and specifically Section 4.1 of the Public Officers Prohibited Activities Act, 50 ILCS 105/4.1.

It is the policy of the Park District of Franklin Park to prohibit any official from retaliating against any employee who: (a) reports an improper governmental action, (b) cooperates in the investigation related to a report of an improper governmental action, or (c) testifies in a proceeding or prosecution of an improper governmental action. An improper governmental action is defined as follows.

"Improper governmental action" includes any action by a Park District of Franklin Park employee, an appointed member of a board, commission, or committee, or an elected official of the Park District of Franklin Park that is undertaken in violation of federal, State, or Park District of Franklin Park law, ordinance or rule; is an abuse of authority; violates the public's trust or expectation of his or her conduct; is of substantial and specific danger to the public's health or safety; or is a gross waste of public funds.

"Improper governmental action" does not include Park District of Franklin Park personnel actions, including, but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent the action amounts to retaliation.

Retaliation, in this context means retaliatory action that results from an employee's protected activity of reporting improper governmental action, cooperating in the investigation, proceeding or prosecution of a reported improper governmental action.

Copies of this Policy and Procedure, along with a copy of Section 4.1 of the Public Officers Prohibited Activities Act will be given to every employee upon hire. Additionally, these same documents will be furnished or made available to all employees on an annual basis.

#### **a) Designation of Auditing Official**

The District designates the Executive Director or alternatively, the Board President, to serve as the Auditing Official of the District, with the duties and responsibilities set forth in the Public Officers Prohibited Activities Act, 50 ILCS 105/4.1.

## Park District of Franklin Park Board Policy

### **b) Procedures for Reporting and Investigating Reports of Improper Governmental Action**

- Reporting an “Improper Governmental Action” or Retaliation:
  - if an employee or an appointed member of a board member believes that he/she has witnessed an improper governmental action, as defined in the Policy above, the employee or an appointed member of a board member must submit a written report of the improper governmental action to the Auditing Official;
  - if an employee or an appointed member of a board member believes that he/she has been retaliated against for reporting improper governmental action, or cooperating in the investigation or procedure involving an improper governmental action, the employee or an appointed member of a board member must report such alleged retaliation to the Auditing Official in writing within sixty (60) days of the retaliatory action taking place;
  - the Auditing Official may transfer the complaint to another auditing official, including the Cook County State’s Attorney, if he/she determines that it is appropriate;
  - if the Auditing Official is also the subject of the complaint, the Complainant may file the complaint with the Board President or any State’s Attorney.
- Investigation of Complaint:
  - Identity of the Complainant.
    - the Auditing Official will keep the identity of the Complainant confidential to the extent allowed by law;
    - the Complainant may waive confidentiality in writing.
  - The Auditing Official shall investigate the complaint promptly and thoroughly, and conclude whether or not the evidence gathered through such investigation warrants a finding that either an improper governmental action, or retaliation for filing such a complaint or cooperating with such investigation occurred or did not occur.
  - The investigation by the Auditing Official may include:
    - interviews of the Complainant and witnesses;
    - interviews of governmental officials who may have knowledge about the complaint or may be the subject of the complaint;
    - inspection of documentation (in written, printed, or electronic format) relevant to the complaint;
    - taking any other appropriate measures to ensure that the complaint has been thoroughly investigated;
    - making a determination whether the complaint has merit or whether the complaint does not have merit.
- Determination and Remedial Action If Necessary.
  - if the Auditing Official determines that the complaint has no merit, he/she can dismiss the complaint;
  - if the Auditing Official determines that the complaint has merit, he/she may take remedial action on behalf of the Complainant, including reinstatement, reimbursement for lost wages or expenses, promotion, or other remedial action that the Auditing Official deems appropriate. The Auditing Official may also make his/her investigation findings available to the Complainant’s attorney if the Auditing Official finds that restitution is not sufficient;
  - any person who engages in prohibited retaliation under Section 4.1 of the Public Officers Prohibited Activities Act may also be subject to fines, appropriate employment action, civil or criminal prosecution, or any combination of these actions as prescribed in that Section.

## **Park District of Franklin Park Board Policy**

### **Section 3.12: Sexual Harassment Training and Reporting**

#### **Annual Training**

It is the policy of the Park District of Franklin Park to provide annual sexual harassment prevention training for all employees in accordance with Illinois law. All employees shall annually take the Sexual Harassment Prevention Training course developed by the Illinois Department of Human Rights. Evidence of annual completion of the Illinois Department of Human Rights Sexual Harassment Prevention Training course or other approved course meeting the minimum standards of state law, shall be submitted to and maintained by the Executive Director or his or her designee. Park Board of Commissioners should also complete this training as a best practice given the new reporting requirements.

#### **Elected Official**

Any allegation of sexual harassment made by an elected official against another elected official may be reported to the Park Board President. If the Park Board President is the person making the allegation or is the person alleged to have committed the harassment, then the report may be made to any other elected official. The preference is that such complaints be submitted in writing with as much detail as possible regarding the nature of the incident(s) and who is responsible for the alleged harassment, when the incident(s) occurred, where they occurred, whether or not they were witnessed and by whom and whether or not there is any physical evidence (video, audio, text, email, social media etc.) that needs to be identified and preserved. While there is a preference for complete and detailed written complaints, all complaints, including verbal complaints, will be documented in writing and thoroughly investigated. Upon receipt of an allegation of harassment pursuant to this policy, the person to whom the report has been made shall immediately refer the complaint to the District's legal counsel for review. The District's legal counsel shall then appoint a qualified independent attorney or consultant to review and investigate all allegations set forth in the complaint.

### **Section 3.13: Regulating Travel Expense**

#### **Local Government Travel Expense Control Act**

The Local Government Travel Expense Control Act ("Act"), provides in part that all public agencies shall, by resolution or ordinance, regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to : (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meals, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported by certain minimum documentation.

Commissioners should consult with the Superintendent of Finance to obtain the applicable terms and reimbursement rates for eligible expenses. These reimbursements are governed by an ordinance regulating travel expenses in accordance with the Local Government Travel Expense Control Act. This ensures compliance with established policies and financial accountability.

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and officers of a local public agency or by wards or charges of a local public agency involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

## **Park District of Franklin Park Board Policy**

### **Approval of Expenses**

Any expenses for travel, meal, and lodging of any Commissioner, as well as any expenses of any Commissioner or employee which exceeds the maximum allowed under the regulations approved by the Board may only be approved by roll call vote at an open meeting of the Board.

### **Expenses Due To Emergency or Other Extraordinary Circumstances**

Approval of expenses that exceed the maximum allowable travel, meal, or lodging expenses because of emergency or other extraordinary circumstances may be given upon a roll call vote of the Board.

### **Documentation of Expenses**

The standardized form to be used for submission of travel, meal, and lodging expenses can be obtained from the Human Resources Manager.

Before an expense for travel, meals, or lodging may be approved, the following minimum documentation must first be submitted, in writing, to the Board:

- a) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- b) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- c) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- d) the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

### **Entertainment Expenses**

The District may not reimburse any Commissioner, employee, or officer for any entertainment expense, unless ancillary to the purpose of the program or event related to the business of the District.

## **SECTION 4 – LAND POLICY**

### **Section 4-1: Land Acquisition/Park Development**

The Board of Commissioners has outlined a goal to provide a park within walking distance of every park district residence.

### **Section 4-2: Development & Maintenance of Park District Property**

The Board of Commissioners recognizes that there is a need for some general guidelines for the development and maintenance of Park District areas and that there is a direct relationship between property values and well-developed and maintained parks and properly programmed recreation facilities. With these premises and concepts in mind, the following procedures will be implemented:

- A) Every park property regardless of size and use shall be planned to be attractive in appearance.
- B) Acquisition of certain land and / or facilities may be in the best interests of the Park District, but the land and / or facilities may not be immediately developed unless it can be properly maintained.
- C) Every part of a park area shall be planned and developed for a definite function; whether for utilitarian, conservation, beautification, or any combination of the three.
- D) The Park District shall not develop or maintain any land or facility which it does not own or lease except by agreement in cooperation with other individuals, agencies, groups or organizations.

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- E) No organization, group or individual shall place any article, structure, or equipment of a permanent or semi-permanent nature on the list of Park District property without the express written consent of the Park District.

Adequate and appropriate maintenance equipment and buildings are essential to good maintenance and development of the Park District properties.

The development of parks will emphasize the natural physical attributes of the land (where appropriate), ease of maintenance, safety and convenience of users, economy of construction, ease of supervision, and circulation and access of users.

The development and maintenance of the park lands owned or leased shall be based on sound professional practice whether it be from the staff or an outside consultant or both.

All development and maintenance of the park lands owned or leased shall be based on sound professional practice whether it be from the staff or an outside consultant or both.

All development plans will be coordinated by the Director and approved by the Board. Funds and staff will be provided to keep areas in safe operating condition.

### **Section 4-3: Annexation**

It is the general policy of the Board of Commissioners to consider all opportunities to annex additional property for parks and recreation purposes subject to the terms and limitations of the Park District Code, Section 3.1-3.14 – Annexation.

## **SECTION 5 – INTERGOVERNMENTAL PARTNERSHIPS**

The Board of Commissioners recognizes that there is a benefit to residents and other governmental agencies obtained through cooperative agreements. These agreements may share resources, facilities, and staffing in the planning of activities, programs and events. The agreements or partnerships should be in writing with clear descriptions of responsibilities and commitments. All partnerships will be reviewed annually with staff members providing agreement details and updates as part of the budget process.

### **Section 5-1: Partnership Agencies**

- a) Village of Franklin Park and Schiller Park
- b) School Districts 81, 83, 84 and 212
- c) Library District of Franklin Park
- d) Leyden Township
- e) Norridge and Rosemont Park Districts
- f) West Suburban Special Recreation Association – WSSRA

### **Section 5-2: Community Events**

The Board of Commissioners recognizes that at times it will benefit residents and the park district to participate in or hold various community events. The Director and Recreation Staff have the responsibility to determine whether and to what extent the Park District should be involved in community events (where there is no significant impact on the budget or staff time). If there is an impact on the budget, then board approval is required annually as part of the budget review.

### **Determination of proposed Park District event participation must consider:**

- a) Costs including labor
- b) Park District philosophy versus event theme or concept
- c) Park District's best interests
- d) Enhancement of parks and recreation in the community

## Park District of Franklin Park Board Policy

- e) Compliments versus competes with Park District Mission
- f) Event open to the entire community
- g) Profit versus not-for-profit events

Based on these criteria, the Executive Director and staff will make a recommendation to the Board of Commissioners.

The Board notes that each case may have varied merits, that there must be flexible consideration, and that in general, community event hosting and participation are legitimate and appropriate for a Park District within fiscal limitations.

### **SECTION 6 – LEASES**

The Park District may: Lease from any public building commission any real or personal property for the purpose of securing office space for administrative functions for a period not to exceed twenty (20) years, and may pay rental in accordance with the terms of the lease and enter and lease without making a previous appropriation for the expense. (Chapter 105 S 8-12, Illinois Revised Statutes)

Lease equipment and machinery for corporate purposes for a period not to exceed five (5) years upon an affirmative vote of two-thirds (2/3) of the commissioners. (Chapter 105 S 8-13, Illinois Revised Statutes)

Lease real estate for corporate purposes for a period not to exceed ninety-nine (99) years, upon an affirmative vote of two-thirds (2/3) of the commissioners. (Chapter 105 S 8-16, Illinois Revised Statutes)

Convey, lease or sell real estate in accordance with the provisions discussed in Article Ten of the Illinois Park District Code. (Chapter 105 S8-16, S10-7, Illinois Revised Statutes)

### **SECTION 7 – GENERAL OPERATING POLICIES**

#### **Section 7-1: Program Grant Fund Policy (via Foundation)**

A grant program shall be funded to assure eligible Park District residents to participate in Park District programs and activities. This program shall be funded via the foundation parks with non-tax dollars solicited from the community at large.

#### **Section 7-2: Recognition of Donations**

Gifts that are purchased from the funds that are donated by contributors to the Park District will be marked with a sign or plaque in recognition of the donation. Any donor requesting recognition varying from this policy must send his/her request, in writing, to the Director. Approval for the donors requested recognition can only be granted by the Board of Commissioners.

#### **Section 7-3: Commissioner Recognition Program**

It has been established by the Board, that Commissioners should be recognized for their services to the Park District. Upon taking office on the Park Board, a Commissioner will receive an I.A.P.D. & NRPA identification card, and Park District photo identification card. Upon leaving office, a retiring Commissioner will receive a certificate of appreciation and other recognition at the discretion of the Board of Commissioners.

#### **Section 7-4: Board Member Participation in Park District Programs & Facilities**

Because a Park District Commissioner serves the Park District without compensation and needs to be familiar with all Park District facilities, it is the intent of the policy to make available to Park Board Commissioners, while in office, Park District facilities at no charge. It is only through use of facilities that Park Board Commissioners are able to: 1) evaluate services and facilities; 2) provide input to staff; 3) become knowledgeable about and, therefore, able to respond to questions or comments from the public; and 4) carry out their responsibilities as elected public officials in overseeing the total operation.

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### **Section 7-5: Information Calls to Park District Attorney**

Should a Commissioner desire a legal opinion or advice on a subject germane to the Park District of Franklin Park, the subject will be brought before the Board of Commissioners. If it is determined that legal assistance is required, the Board shall direct its President or Director to contact the Park District Attorney for the appropriate legal advice.

The President of the Board shall, however, be given the authority by the Board to use his judgment on the need to direct the Director in seeking legal advice on issues to be presented to the Board. The Board President without the expressed approval of the Board of Commissioners may solicit this advice.

Nothing contained herein shall be construed to prevent the Director or his designated subordinate from seeking legal advice from or conferring with the Park District Attorney(s), including PDRMA's legal staff on legal matters pertaining to the Park District.

### **Section 7-6: Fiscal Policy**

The administrative staff shall implement the annual budget adopted by the Board of Commissioners. Additional Board authorization is required when:

1. Total expenditures are expected to exceed budgeted expenditures within a statutory fund;
2. A capital project of \$10,000 or more is expected to exceed the budget;
3. A new contractual arrangement exceeds \$20,000 or one year duration;
4. Competitive bidding is required by law;
5. An emergency expenditure is approved by a majority of the Board.

### **Section 7-7: Executive Director's Evaluation Policy**

The Board believes the overall responsibility for the administration of the park and recreation system rests with the Director and, as he/she has the responsibility for evaluating the effectiveness of all personnel accountable to him, the Board has the responsibility for developing a systematic means of evaluating the Director's effectiveness in implementing the objectives expressed in Board policies.

Five members of the Board shall evaluate the Director with a formal evaluation and an informal evaluation each fiscal year.

### **Section 7-8: Park Site/Facility Name Policy**

#### **A. Criteria for Naming Parks, Playgrounds, Tot Lots, and Facilities**

The following criteria in the order listed shall be given priority over succeeding paragraphs in naming and renaming of parks, playgrounds, tot lots, and facilities:

1. Park features, such as topography, natural features, the purpose of the park, playground or tot lot, or activities to be held in the park.
2. Major street names surrounding the site, connecting school sites, or other public connecting site.
3. Names of areas, such as neighborhood or subdivision where the site is located.
4. Donations of land or sufficient funds to provide land or facilities to the park district wherein the donor's name or that of a third party is issued.

#### **B. Special Conditions**

The following special conditions shall prevail in the naming or remaining of parks, playgrounds, tot lots, and facilities:

1. No site/facility shall be renamed unless the five members of the Board of Commissioners cast a unanimous ballot in favor of the renaming of a site/facility. If a ballot is necessary to achieve this end, it will be mailed.
2. The selected name for a new or renamed site/facility shall require a majority vote of the Board.

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3. The site/facility shall not be named or renamed by reason of a donation to the park district, unless:
  - a. The donation is of land for a park, playground or tot lot or the cash, services or personal property donated equals the value of the site/facility for which the name is proposed.
  - b. The proposed name to be used is with the full consent of the person to be honored, if living, and a majority of the Commissioners.

### **Section 7-9: Consultants**

The Board of Commissioners recognizes the need from time to time to utilize the services of a consultant(s) for a special project.

The Board shall appoint such attorneys, engineers, architects, accountants and others, as the Board shall determine prudent.

The consultants shall have powers and duties as vested in them by the Board.

The Board shall approve the consultant's amount of compensation.

The Director shall be involved with the Board on all aspects relating to such an appointment, and shall work directly with the consultant in completing his / her assigned responsibilities and tasks.

### **7-10: Foundation**

The Park District recognizes the *Parks Foundation of Franklin Park* as a 501C3 organization promoting the expansion of parks and recreation in Franklin Park.

## **SECTION 8 - ADDITIONS AND AMENDMENTS TO THE POLICY MANUAL**

Policies, procedures and regulations may be adopted, modified or changed from time to time by resolution of the Board of Commissioners and a 4/5 majority, provided they are consistent with Illinois Statutes.