



Board Policy Manual

Adopted by the Board of Commissioners
February 6, 2007

Mission Statement:

***We provide memorable experiences in parks
and recreation that enrich our communities.***

TABLE OF CONTENTS

Introduction.....	1
Vision.....	1
Mission.....	1
Organizational Values.....	1
Purpose.....	2
Legal Authority of this Manual.....	2
Statutory Authority	2
Board of Commissioners.....	3
Board and Administration.....	3
Board Responsibilities	4
Board Officer Responsibilities.....	5
Board Committees	7
Board of Commissioners Meetings.....	9
Board Member Ethics and Conduct.....	13
Remote Attendance Policy.....	14
Board Member Attendance Requirements.....	16
New Board Member Orientation	16
Board Budget	16
Board Development	16
Board Member Per Diem	16
Allowable Expenses.....	17
Requests for Information	17
Professional and Civic Memberships.....	17
Electronic Communication	17
Benefits	20

INTRODUCTION

A park district is a municipal corporation created for the purpose of acquiring and maintaining parks, and is separate and distinct from the city, county, or any other body politic. It is an agency through which, in part, the people of the state carry on government. It is not purely local in function, for the courts have ruled that park property is held in trust for the use of the people of the state at large and not for the exclusive use of the people of the district.

VISION

To become the provider of choice in parks and recreation within the communities that we serve.

The three primary areas of focus to achieve the Vision are:

Participation – The Wheeling Park District commits to continually reach out to the community, seeking input to identify valid park, recreation services, and facility needs.

Open Space – The Wheeling Park District commits to strike a balance between maintaining its facilities and preserving open space within the existing urban environment.

Partnerships – The Wheeling Park District commits to build purposeful partnerships that are of civic priority, fiscally responsible and enhance the community.

MISSION

The Wheeling Park District provides memorable experiences in parks & recreation that enrich our communities.

ORGANIZATIONAL VALUES

As an organization, Park Board, and as team members, we value:

Respect – We make every effort to work as a team while appreciating individual differences. We seek cooperation and consensus between team members and guests. We value the opinions and efforts of others.

Communication – We strive for open and honest communications with ongoing, active listening between team members and guests and respond to one another with clarity, tact and in a timely manner. We value information that our guests provide. Individual differences are accepted and all issues are open for discussion.

Integrity – We shall maintain trust and respect for one another and our guests by being responsible, accountable and honoring our commitments. We are dedicated to doing what we say we are going to do.

Innovation – Team members continuously work to improve guest service and remain focused on Park District key initiatives. Team members are encouraged to create new ideas, find and implement new approaches in providing parks and recreation experiences, and remain flexible to the changing needs of the guests we serve.

Recognition and Appreciation – Recognition reaffirms the worth and efforts of team members and accomplishments. Ongoing, timely acknowledgement and a genuine “thank you” are shared both verbally and in writing. Major accomplishments are recognized and rewarded.

Continuous Learning – The agency and team members will work as partners to foster professional growth and development in order to provide quality services. Providing opportunities for continuous learning and taking on new responsibilities are of great importance and value.

Fun – We have fun and take pride in our work while making a difference in the community and in people’s lives.

Empowerment – As a team, we believe that we are responsible for our success and let people do their jobs. We will continually foster a work environment built on trust, learning, responsibility, collaboration and accountability.

People – We recognize that people are the organization’s most valuable asset. Team members are the delivery system for our services and are dedicated to providing memorable experiences to our guests.

PURPOSE

This policy manual is intended to describe existing policies as they apply to the Board of Park Commissioners.

LEGAL AUTHORITY OF THIS MANUAL

In particular, the legal authority of this policy manual is 70 ILCS 1205/8-1(d) of the Park District Code, which reads as follows: “(d) To pass all necessary ordinances, rules and regulations for the proper management and conduct of the business of the board and district and to establish by ordinance all needful rules and regulations for the government and protection of parks, boulevards and driveways and other property under its jurisdiction, and to effect the objects for which such districts are formed.”

The statutes of the State of Illinois or any final court decision that is in conflict with the provisions of the policy manual shall supersede the provisions of this policy manual.

STATUTORY AUTHORITY

A park district is purely a creation of the legislature, and has no inherent powers, but only such powers as have been granted to it by the legislature, or as are necessarily implied to give effect to the powers specifically granted.

The District is governed by numerous statutes of the State of Illinois (Ill. Comp. Stats.). However, the principle statutory authority is the Park District Code (70 ILCS 1205/1-1, et seq.), which is codification of the general law relating to park districts in Illinois. References and excerpts from the Park District Code and other related laws are made in this manual.

BOARD OF COMMISSIONERS

The Wheeling Park District is a separate unit of municipal government established in 1961 through voter referendum. The District is governed by a Board of seven publicly elected Commissioners who serve for four-year terms and without compensation. The Board of Commissioners acts as the legislative and policymaking body of the District.

BOARD AND ADMINISTRATION

Governance

The governance of the District is vested in the Board. The members of the Board constitute the corporate authority.

Number

The Board shall be comprised of seven (7) Commissioners.

Term of Office

Each term of office for a Commissioner shall be four (4) years. Terms are designated to expire on a staggered system. Commissioners shall serve until their successors are duly elected.

Inauguration

Newly elected or re-elected Commissioners shall be inaugurated at the Board's annual meeting. At this time, the seated Board shall meet, conduct any unfinished business and then adjourn. The Secretary of the District shall then inaugurate the newly elected Commissioners and the new Board shall then reconvene the meeting.

Newly appointed Commissioners shall be inaugurated at the first regular Board meeting following their appointment.

Oath of Office

All elected and appointed Board members, before entering upon the duties of office, shall take and subscribe to the Oath of Office.

Qualifications

Any person who is a qualified elector, and who has resided within the District for at least one year, is qualified to be a candidate for the Office of Commissioner.

Nomination

A candidate for the Office of Commissioner must file a nominating petition with the Secretary of the District, signed by qualified voters of the District equal in number to not less than 2% of the number who voted at the last preceding election for Commissioners in the District, but in no case by less than 25 registered voters.

The Secretary of the District shall make available nominating petition forms and the required number of signatures to any prospective candidate for the office of Commissioner and shall publicize the first and last day for filing such nominating petitions well in advance of those dates.

Election

Commissioners shall be elected biennially to take the place of those whose terms expire. Such elections shall take place at the election provided for by the general election law (10 ILCS 5/1-1).

Vacancies in Office

Whenever any member of the governing board of the Park District dies, resigns, becomes under legal disability (such that said Commissioner becomes unable to fulfill the duties of office), ceases to be a legal voter in the District, is convicted of any infamous crime, refuses or neglects to take his or her oath of office, neglects to perform the duties of his or her office or attend meetings of the Board for the length of time as the Board fixes by ordinance, or for any other reason specified by law, that office may be declared vacant. Vacancies shall be filled by appointment by a majority of the remaining members of the Board. Any person so appointed shall hold his or her office until the next regular election for this office, at which a member shall be elected to fill the vacancy for the unexpired term, subject to the following conditions:

- A. If the vacancy occurs with less than 28 months remaining in the term, the person appointed to fill the vacancy shall hold his or her office until the expiration of the term for which he or she has been appointed, and no election to fill the vacancy shall be held.
- B. If the vacancy occurs with more than 28 months left in the term, but less than 88 days before the next regularly scheduled election for this office, the person appointed to fill the vacancy shall hold his or her office until the second regularly scheduled election for the office following the appointment, at which a member shall be elected to fill the vacancy for the unexpired term (70 ILCS 1205/2-25).

Compensation

In accordance with statute, the Board serves without compensation (70 ILCS 1205/4-1).

BOARD RESPONSIBILITIES

Leadership

Select an Executive Director to be the chief administrator and professional advisor for the District.

Establish an effective working relationship with the Executive Director and provide timely and effective feedback on Agency progress.

Formulate, review and adopt effective policies for the District.

Develop succession planning for future Board members and officers.

Ensure ethical behavior of Board members and Executive Director, pursuant to applicable Illinois laws pertaining to ethics and the Park District's ethics ordinances.

Provide leadership in decisions affecting the District, including acquisitions, intergovernmental relationships, partnerships, etc.

Serve on committees, commissions, or boards representing the District as appointed pursuant to this policy.

Communicate direction and the District's mission throughout the community.

Develop a legislative advocacy plan that enables the District to benefit from local, state and federal initiatives.

Cultivate strong relationships with legislators, community leaders and governing bodies of other agencies to further the District's strategic mission and vision.

Community Relationships

Maintain visibility at community and District events.

Work to build public trust and confidence.

Network with strategic partners, legislators, and community leaders.

Review District and community needs and ensure service delivery is aligned with those needs.

Develop ways to ensure community focus.

Financial Strategies

Review and approve the annual budget in support of the District's vision, mission and goals.

Analyze financial reports and authorize expenditures that have been created through a sound fiscal program.

Approve and issue bonds, referenda and grants that have been identified as appropriate means of increasing revenue.

Review revenue growth for recreation and enterprise services.

Order, review and accept an annual audit of the District's financial performance.

Processes and Systems

Support federal, state and local ordinances, laws and policies for the benefit of the District.

Approve contracts, leases, annexations, and agreements that will enhance to further the mission of the District.

Review processes that measure and analyze organizational performance.

Approve plans for parks and facilities and recreation areas with an emphasis on geographical, historical, economical or ecological relationships indigenous or significant to the community.

Review and provide feedback from guests and internal support processes.

Conduct a professional evaluation of the Executive Director's performance on an annual basis.

Continuous Learning

Develop a culture that promotes positive relations among Board members and between Board and staff.

Support employee innovation, participation and agility.

Develop open and ongoing communication with the Executive Director.

Utilize professional development dollars to educate and improve understanding of recreation and leadership practices.

Execute a self-evaluation on at least a yearly basis.

BOARD OFFICER RESPONSIBILITIES

President

Preside at all meetings of the Board of Commissioners, except committee meetings where the appointed chair will preside. The President is considered to be a member of the full Board and therefore, able to vote on all matters.

Call special Board meetings in accordance with the Illinois Open Meetings Act.
Establish an effective working relationship with the Executive Director.
Actively communicate with the Executive Director about special issues and problems affecting the District.
Effectively communicate with Board of Commissioners to ensure all members are kept abreast of important issues affecting the District.
Work with the Executive Director to prepare Board meeting agenda.
Schedule an annual Board evaluation.
Schedule an annual performance evaluation of the Executive Director.
Serve on committees, commissions, or boards representing the District.
Serve as spokesperson for the Board.
Represent the Board at community and District events.
Appoint committees as needed, subject to Board approval.
Appoint Board representatives to outside organizations, subject to Board approval.
Serve as the official District representative to the Illinois Association of Park Districts and any other official legislative committee that will enhance the mission and vision of the District.
Shall be elected by the Board and serve a term for one (1) year, or until a successor is elected.

Vice President

In the absence of the President, assume all the duties of the President.
Shall be elected by the Board and serve a term for one (1) year, or until a successor is elected.

Secretary

Compile and maintain a complete record of all meetings and proceedings of the Board.
Serve as official custodian of Board minutes, records and legal documents.
Work with the Director of Finance and Business Operations to ensure a comprehensive records management system is in place so that the Board is in compliance with all federal, state and local reporting laws and requirements, including Local Records Act.
Administer oaths and affirmations as required.
Sign all official documents of the Board as needed.
Shall be appointed by the President with the approval of the Board.

Treasurer

Report to the Board all receipts and disbursements.
Submit such financial statements and detailed information as may be required by the Board.
Advise the Board on financial policies, practices and investments.
Provide such bonds as the Board deems necessary in connection with the office of Treasurer.
Shall be appointed by the President with the approval of the Board.

Executive Director

Responsible to the Wheeling Park District Board of Commissioners.
Serve as the administrator for the Board on matters pertaining to all Park District operations.
Function as executive officer of all departments of the District in regard to parks and recreation services, human resources, facilities, land acquisition, planning and financial matters.
Act as official medium of communication between the employees of the District and the Board of Commissioners.

Establish and maintain an effective working relationship with the Board and provide timely and effective feedback.

Cultivate leadership skills of direct reports and create an environment that supports and demonstrates organizational values.

Serve on committees, commissions or boards representing the Park District.

Legal Counsel

Act as advisor to the Board and Executive Director in all Park District legal matters.

Manage the prosecution and defense of all litigation in which the District is interested.

Establish an effective working relationship with the Executive Director and Board of Commissioners.

Review Board, Personnel and Administrative policies for compliance with current laws and statutes.

As directed by the Executive Director, draft and/or review District ordinances prior to adoption by the Board.

Participate in contract review and negotiations, as directed by the Executive Director or the Board.

Draft and/or review intergovernmental agreements prior to Board approval.

Serve as Ethics Advisor for the Park District.

Auditor

Audit the Park District's financial records in accordance with the laws of the State of Illinois using generally accepted auditing and accounting practices.

Conduct an annual audit of the Park District's revenues and expenses and prepare and present an annual report to the Board of Commissioners.

BOARD COMMITTEES

Standing Committees and Appointments

At the Annual Meeting, after his/her election, the President shall, with the approval of the Board of Park Commissioners, appoint two Board members to the following standing committees: Administration, Future Planning, and Intergovernmental and Community Relations. The Board shall appoint, from time to time, a limited number of additional committees for specific purposes, as designated by the Board, and have a specific date for concluding their duties. A committee is not authorized to take any action, but is responsible for submitting reports to the Board containing recommendations for action the Board should take. Committee meetings shall conform to the Illinois Open Meeting Act. Each committee shall consist of two members of the Board, and the first named shall be chairperson. The President shall serve as an ex-officio member of each committee. Each member of a committee shall hold office for one year or until his/her successor is appointed. All Board members are encouraged, but not required, to attend all meetings of the standing committees. All vacancies shall be filled by the President and approved by the Board for the unexpired term.

Administration Committee

The Administration Committee shall consist of two Commissioners (with one of the Commissioners being appointed chair by the President), Board President, the Executive Director

and such other members as may be appointed by the chair and confirmed by the Board. This committee is charged with the consideration of recommendations on all issues relating to administration issues. Committee involvement includes, but is not limited to:

- The Committee Chair shall review and approve all bills prior to Board approval.
- Review and participate in development and revisions of the Board Policy Manual.
- Review of proposed revisions to the Personnel Policy Manual.
- Review of all policy-related staff recommendations.
- Review annual audit.
- Review of miscellaneous administrative issues impacting the overall District.
- Provide monthly committee reports during the Regular Board Meeting.
- Support committee recommendations when presented to the Board.

The Committee possesses no authority to expend District funds.

Future Planning Committee

The Future Planning Committee shall consist of two Commissioners (with one of the Commissioners being appointed chair by the president), Board President, the Executive Director and such other members as may be appointed by the chair and confirmed by the Board. This committee is charged with consideration of recommendations on all issues relating to future planning for the District. Committee involvement includes, but is not limited to:

- Participate in long-range planning.
- Participate in establishing and working with community focus groups.
- Participate in developing methods to solicit resident input into planning process.
- Review results of resident input to formulate recommended plans.
- Review feasibility studies and development plans.
- Review Districtwide Comprehensive Plan and recommend updates to the plan.
- Provide input when establishing recommendations regarding the capital development budget.
- Review developer donation agreements.
- Provide monthly committee reports during the Regular Board Meeting.
- Support committee recommendations when presented to the Board.

The Committee possesses no authority to expend District funds.

Intergovernmental & Community Relations Committee

The Intergovernmental & Community Relations Committee shall consist of two Commissioners (with one of the Commissioners being appointed chair by the President), Board President, the Executive Director and such other members as may be appointed by the chair and confirmed by the Board. This committee shall have charge of developing and maintaining strong liaisons with the elected boards of the general and special purpose units of local government who provide services to the residents of the Wheeling Park District. Each committee member shall be appointed by the President as a liaison representative to one of the following:

- Village of Wheeling
- School District (Districts 21, 23 and 214)

Wheeling Historical Society

Committee/Liaison involvement includes, but is not limited to:

Appointed liaison attends meetings as necessary.

Appointed liaison is responsible to obtain Regular Meeting minutes and review for information relative to the community as a whole.

Liaison communicates back to the committee issues pertaining to intergovernmental relationships/agencies.

Review intergovernmental agreements.

Develop and maintain strong relationships with community groups, such as homeowner groups, clubs and/or organizations.

Provide monthly committee reports during the Regular Board Meeting.

Support committee recommendations when presented to the Board.

The Committee possesses no authority to expend District funds.

BOARD OF COMMISSIONERS MEETINGS

Annual Meeting

The annual meeting of the Board shall be held each year in May. This shall be the organizational meeting of the Board where new Commissioners are generally inaugurated. The President and Vice President shall be elected by the Board; the Secretary, Treasurer, Attorney, and Executive Director shall be appointed by the President subject to Board approval; and the standing committees of the Board shall be established. Other business may be transacted at this meeting.

Regular Meetings

Regular meetings of the Board shall be held on the first and third Tuesday of each month at 7:00 p.m. unless otherwise stipulated by the Board. If the day of any meeting falls on a legal holiday, the meeting shall be held when designated by the Board. In December of each year, the Board shall establish a calendar of workshops and meetings for the coming year and for the fiscal year and shall give public notice of same in accordance with Section 2.02 of the Open Meetings Act.

Special Meetings

Special meetings of the Board may be called by the President whenever it shall be deemed necessary, or shall be called by the President at the request of any two Commissioners. Notice of any such special meetings shall be given as required by the Open Meetings Act (5 ILCS 120/1, et seq.).

Place of Meetings

The meetings of the Board shall be held at the Wheeling Park District Community Recreation Center, 333 W. Dundee Road, Wheeling, Illinois, unless otherwise stipulated by the Board.

Open Meetings

All regular, annual, special, and committee meetings of the Board shall be held in accordance with the Open Meetings Act (5 ILCS 120/1, et seq.).

Closed Meetings

The Board may hold a meeting closed to the public, or close a portion of the meeting to the public for reasons which include, but are not limited to, discussion of personnel, land acquisition, or litigation. Any such closed meeting shall be held in accordance with the Open Meetings Act (5 ILCS 120/1, et seq.). No final action on any Board matter may be taken at a closed meeting.

Schedule and Notice

The schedule and public notice of all regular, rescheduled, or reconvened Board meetings for each calendar year shall be made available in accordance with the Open Meetings Act (5 ILCS 120/1, et seq.).

Quorum

A majority of the duly elected and qualified Commissioners shall constitute a quorum for the transaction of business; provided, however, that if no quorum is present, the Commissioners attending may adjourn the meeting from time to time until a quorum is obtained.

Order of Business

The agenda at regular and special meetings of the Board may include any or all of the following items: Roll Call, Pledge of Allegiance, Approval of Agenda, Approval of Minutes, Recognition/Presentation, Consent Agenda, Unfinished or Continuing Business, New Business, Committee Reports, Treasurer's Report, Approval of Voucher List, Staff Reports, Written Communications, Verbal Communications (Staff, Board and Citizens), Executive Session, Action on Matters Discussed in Executive Session, and Adjournment. Only items requiring the attention of the Board at a designated meeting shall actually appear on the agenda.

Agenda

The Executive Director, with suggestions from the Board President and Board members, shall be charged with responsibility for the preparation of the agenda and the subject matter thereof. Any Board member may request that a particular item of business be placed on the agenda either before or at a Board meeting. The agenda is available no later than Friday preceding the regular meeting.

Consent Agenda

The consent agenda will appear as a designated portion of the regular Board agenda. All items placed on the consent agenda and not asked by a Board member or citizen to be removed shall constitute the Final Consent Agenda and shall be approved with a motion, a second, and a roll call vote. There is no discussion on items that are on the final consent agenda.

Before the motion to approve the consent agenda is made, any Board member or citizen can request an item be removed from the consent agenda and placed under new, or unfinished or continuing business. This will enable discussion to take place on the item and a vote will be taken under a separate motion if necessary.

The regular order of business may be suspended or modified, as the President shall direct.

Petitions Submitted by Residents

All petitions concerning the Park District shall be brought to the attention of the Board at the earliest opportunity.

The petition shall be placed on the agenda of a regular or special meeting and be discussed by the Board of Commissioners. The individuals responsible for the petition shall be notified at the earliest possible date that the Board of Commissioners has received the petition, when the Board will discuss the petition, if applicable, as well as any action that has been decided upon.

Public Participation at Board Meetings

The agenda item "Verbal Communications" is included on all meeting agendas to provide an opportunity for citizens to address the Board. Each citizen should be provided an opportunity to address the Board regarding items not included under unfinished or continuing business and/or new business agenda. Once all citizens have had an opportunity to address the Board, the President should close the floor for communications from citizens.

Under each unfinished or continuing business and new business agenda item, citizens shall be provided the opportunity to provide comments to the Board regarding the specific agenda item. Once all have had an opportunity to address the Board, the President should close the floor for communications from citizens.

All discussions after the floor has been closed for public participation should be between Board members and with staff as requested. Citizens should not be recognized after that time in order that the Board members may deliberate without additional comments or discussion with citizens.

The Board has set a five-minute time limit, with the limit per citizen per item to be increased at the discretion of the President if meaningful information is presented. Additional rounds of discussion from citizens should be left to the discretion of the President. However, the justification for permitting a second opportunity for citizens to address the Board should be based on the premise that new information will be presented to the Board.

Manner of Voting

The President shall be empowered to call for questions pertaining to any and all properly presented and seconded motions. A voice vote may be used if deemed appropriate by the President. On all matters that require an ordinance, resolution, proposition creating any liability or calling for the expenditure or appropriation of money, and in all cases at the request of any Commissioner, a roll call vote shall be taken.

All roll call votes shall be recorded in the official minutes of the meeting. The act of a majority of Commissioners present at a meeting for which there is a quorum shall be the act of the Board. The President is a member of the Board and has the right to vote upon all questions.

Rules of Order

Robert's Rules of Order shall govern questions or procedure in all cases not herein provided.

Motions, Resolutions, Ordinances and Records

The Board usually acts by way of a motion, resolution, or ordinance. Motions are an informal method of Board action made orally and noted on the minutes. A motion may be auxiliary to the more formal resolution or ordinance, as, for example, a motion that an ordinance be passed.

Resolutions and ordinances are submitted in writing, and there is no clear distinction between them. An ordinance usually enacts permanent regulations of a general character and generally imports a command or prohibition to all inhabitants of, or to certain classes, in the District.

Resolutions are actions that are temporary only, that grant a special privilege or express the opinion of the Board, such as expressing sympathy or requesting action by governmental units, etc. The Park District Code, in many instances, directs that an action must be carried out by ordinance, and in those cases, such matters can be acted upon only by ordinance.

An ordinance can be repealed or amended only by another ordinance, not by resolution. The distinguishing feature of the ordinance is that it must contain the words: "Be it ordained by..." The ordinance need not have a title.

The law provides that the Board shall have the power "to pass all necessary ordinances, rules and regulations for the proper management and conduct of the business of the Board and District and to establish by ordinance all needful rules and regulations for the government and protection of parks, greenways, open space, and other property under its jurisdiction and to effect the objects for which such districts are formed."

Official Minutes

All final action taken by the Board of Commissioners shall be taken in open meeting and recorded by the Secretary. The Secretary is charged with keeping an accurate and true record of all motions, resolutions and ordinances, as well as a summary of the discussion on any matter proposed, deliberated or decided and of any votes taken in an official minute book. All minutes will be considered "unofficial" until adopted by the Board at a subsequent meeting.

Board meeting minutes will be available for public inspection within seven days of approval during regular office hours at the administrative office located at the Community Recreation Center, as well as posted on the Park District website, www.wheelingparkdistrict.com.

The Recording Secretary shall be responsible for the taking and preparation of minutes of each meeting. Executive session minutes will be kept in a separate book and not made part of the official minute book of the District.

In accordance with the requirements of the Open Meetings Act, 5 ILCS 120/1, et seq., the Recording Secretary shall be responsible for arranging the recording of closed sessions. The Secretary of the Board shall ensure that the verbatim recordings of all closed sessions of meetings of the Board of Commissioners are securely maintained.

The Board of Commissioners shall meet at least twice each year to review the minutes of all prior executive sessions. This review will take place in executive session; the Board must

determine whether the need for confidentiality still exists with regard to all or part of the minutes, or whether all or part of the minutes no longer require confidential treatment and therefore should be made available for public inspection.

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

Disposal of Closed Session Tapes

The Secretary of the Board, or his or her designee, is authorized to destroy the audio recordings of those closed sessions for which:

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

BOARD MEMBER ETHICS AND CONDUCT

Board members of the Wheeling Park District are expected to be of high moral and ethical character and work together as a team to serve the community by providing memorable experiences in parks and recreation that enrich our communities. Each Board member is expected to act in the best interests of the District and be free of outside influence and self-interests. In accordance with this policy, Board members will educate themselves about, and comply with, all other federal, state and local laws, regulations, and ordinances applicable to the conduct of the Park District's elected officials. These include, but are not limited to, the Wheeling Park District Ordinance 2004-C Ethics Ordinance, Public Officials Prohibited Activities Act, the Official Misconduct, Bid Rigging Act, and the Illinois Human Rights Act.

Accordingly, Board members must:

- On a yearly basis, file a statement of Economic Interests with the County Clerk of Cook County.
- Always keep the best interests of the Wheeling Park District in mind.
- Understand and respect the separation of Board responsibilities and functions from those of the Executive Director and staff.
- Be available and responsive to the residents of the District.
- Represent all the residents of the District and avoid partisanship based on special interests.
- Communicate with fellow Board members and the Executive Director.
- Understand and follow all provisions of the Illinois Open Meetings Act.
- Be properly prepared for Board deliberation.

Avoid public promises or statements regarding a vote or position on an issue prior to an official meeting.

Publicly accept and endorse majority decisions of the Board.

Make decisions regarding District policies and operations based upon reports, facts, and study, and not upon personal interest or bias.

Respect the confidentiality appropriate to issues of a sensitive nature.

Recognize that an individual Commissioner has no legal authority to determine policy, give directions to District personnel, or to act or speak for the Board unless specifically authorized to do so by official Board action.

When the Board must decide upon an issue about which a Commissioner may have an unavoidable conflict of interest, that Commissioner must disclose the interest, and recuse him/herself from all discussion, deliberation and vote taking about the issue, as required by applicable state and federal law.

Develop productive relationships with other elected officials at the federal, state and local level.

Participate in Board development opportunities.

REMOTE ATTENDANCE POLICY

Policy Statement

It is the policy of the Wheeling Park District that any member of the Board of Commissioners may attend and participate in any open or closed meeting of the Board of Commissioners from a remote location via telephone, video or internet connection; not to exceed one (1) meeting date within any consecutive twelve (12) month period effective upon Board adoption [January 23, 2007], provided that such attendance and participation is in compliance with this policy and any other applicable laws.

Prerequisites

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

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

Voting Procedures

After a roll call establishing that a quorum is physically present, any member present may move

that a member be permitted to participate remotely, specifying the reason entitling the absent member to participate remotely. All of the members physically present are permitted to vote on whether remote participation will be allowed, pursuant to the terms and conditions of the prerequisites as outlined in this policy. The motion must be approved by a vote of a majority of the quorum.

Adequate Equipment Required

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

Minutes

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

Rights of Remote Member

A member permitted to participate remotely will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The remote member shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any remote member shall be called during any roll call vote taken, and his or her vote counted and recorded by the Recording Secretary and placed in the minutes for the corresponding meeting. A member participating remotely may leave a meeting and return as in the case of any member.

Meetings

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

Closed Meetings

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

Committees and Boards

This policy shall apply to all committees and boards established by authority of the Board of Commissioners. However, when remote attendance is possible only by audio connection and an off-site member will be unable to view visual exhibits or demonstrations which may influence a decision by the committee or board, remote attendance should not be approved.

BOARD MEMBER ATTENDANCE REQUIREMENTS

Wheeling Park District Board members are subject to an attendance policy that is prescribed in Ordinance 2004-F, entitled “An Ordinance Fixing the Length of Time a Park Commissioner May Fail to Attend Regular Meetings of the Park Board in Order For Such Commissioner’s Office to be Declared Vacant and Providing a Procedure for Declaring Such a Vacancy,” which was enacted by the Board on July 20, 2004.

NEW BOARD MEMBER ORIENTATION

The Board recognizes its responsibility to assist a newly elected or appointed Board member to understand the operation of the District, as well as Board member roles and responsibilities. The Executive Director will direct the creation of an Orientation Guide which will be given to a new member. This guide will include a variety of materials related to the operations and policies of a Park District. This guide will also include materials such as: Park District Code of the State of Illinois, Illinois Park District Law Handbook, Board Policies and Procedure Manual, Land Cash Ordinance, Open Meetings Act.

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

New members are encouraged to take IAPD orientation classes and attend conferences to quickly increase their knowledge of Park District and Board operations.

BOARD BUDGET

The Board recognizes the need to properly educate, orient, and train Commissioners to ensure the mission and vision of the District are achieved in the most efficient manner possible. The Board will allocate sufficient funds in the budget for these purposes and will be simply referred to as the “Board Budget.” The draft of the Board’s Budget will be developed by the Treasurer and approved by the Board as part of the total annual budget.

BOARD DEVELOPMENT

The Board recognizes the benefits derived from attendance at park and recreation conferences, leadership seminars and other educational opportunities that will enhance a Commissioner’s ability to govern effectively. Therefore, Commissioners may attend national, state and local conferences, seminars or activities at Park District expense, provided sufficient funds have been budgeted and are available. The Board also recognizes the importance of productive evaluation so sufficient funds will be allocated for the Board to conduct at a minimum an annual Board self-evaluation.

BOARD MEMBER PER DIEM

Board Members are eligible for Per Diem, as established by the current Federal IRS guideline based on the location of the business travel, if the Board Member is on approved business travel and away from home for meals.

ALLOWABLE EXPENSES

Only those expenses necessary for training, development and other reasonable expenses incurred related to the exercise of official duties are allowed. Activities such as conferences, training sessions and educational seminars are examples of and considered allowable expenses. Expenses for district representatives to participate in community and District associate events are also allowable such as NWSRA, IAPD, Village of Wheeling, Chamber, School District #21 and Wheeling High School. All expenses charged against the Board Budget must be in compliance with and follow the required procedures as outlined in the District's financial and business administrative policies.

REQUESTS FOR INFORMATION

The Board recognizes and respects the delegation of authority and responsibility to the Executive Director. Therefore, Board members shall work directly with the Executive Director rather than individual staff members and shall not participate in the day-to-day operations of the Park District. Requests for information concerning Park District operations and programs shall be directed to the Executive Director. When a Board member receives a written request or concern from a resident, all Board members will receive a copy of the same information. Electronic means will be used whenever possible to disseminate the information, within the parameters of the Park District's Electronic Communication Policy.

PROFESSIONAL AND CIVIC MEMBERSHIPS

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

- National Recreation and Park Association
- Illinois Association of Park Districts
- Chicago Metropolitan Agency for Planning
- Wheeling/Prospect Heights Area Chamber of Commerce and Industry
- Other organizations which provide benefits to the District as approved by the Board

When the membership allows, the Board shall designate a representative of the District who shall, if applicable, be authorized to cast ballots for any action to be voted upon by the District as it relates to membership in these organizations. Each District representative will keep the Board fully informed of all activities and actions taken by said organizations.

ELECTRONIC COMMUNICATION

Forms and Use of Electronic Communications

The Wheeling Park District provides and maintains messaging agents and electronic facilities as follows: internal and external electronic mail (e-mail), telephone voice mail, Internet access, paging system, fax machines, and computer hardware and software. Use of these forms of communication is limited to staff, Board, and authorized volunteers.

General Guidelines and Principles

Ownership – All electronic communications, as well as the equipment and stored information transmitted, received, or archived, are, and remain at all times, the property of the Wheeling Park

District. Accordingly, all messages and files created, sent, received, or stored within the system shall be related to District business and are, and shall remain, the property of the District.

Anonymity Prohibited – No person shall use any electronic communication anonymously or use pseudonyms to attempt to escape from prosecution of laws or regulations, or otherwise escape responsibility for their actions.

Privacy – Commissioners shall not have any right of personal privacy in any matter stored in, created, received, or sent over the Park District e-mail system. The District reserves the right to retrieve and review any message or file composed, sent or received. It should be noted that although a message or file is deleted or erased, it is still possible to recreate the message. Although electronic mail and voice mail may allow the use of passwords for security, confidentiality cannot be guaranteed. It is possible for messages to be retrieved and viewed by someone other than the intended recipient. Furthermore, the District may remove or change passwords, as it sees fit.

Public Records – All electronic mail messages sent or received by Commissioners from, or at, any source pertaining to the business of the Park District are “public records” under the Illinois Freedom of Information Act. As such, all messages are available to the public to inspect and copy, subject to the explicit exceptions contained in the law. In order to ensure that such messages comply with this policy, all electronic mail messages are subject to review by authorized Park District staff or authorized Commissioners.

Confidentiality – The confidentiality of electronic mail is not guaranteed. Electronic messages may be monitored by service providers and authorized Park District officials, and may be compromised by unauthorized or unintended distribution. E-mails may be subject to public release under FOIA. Confidentiality may also be compromised because of inadequacy of current technology to protect against unauthorized access. All electronic messages should therefore be limited to non-confidential matters.

Non-Public Prohibitions – Commissioners are also prohibited from using electronic means to seek out personal or confidential information regarding Park District employees, contracts, finances, or other non-public matters.

Harassment – Harassment of any kind is prohibited. Harassment policies apply equally to all electronic media. No messages with derogatory or inflammatory remarks about an individual or group’s race, religion, age, national origin, physical attributes, or sexual preference shall be transmitted.

Network Use – The safety and security of the Park District’s computer systems and resources must be considered at all times. Users may not share any passwords, nor obtain any other users password by any unauthorized means.

Backup Guidelines – For the protection of the Park District’s computer users, all data, documents, and e-mail messages will be stored on the Park District’s computer network. If the user desires to store documents on diskette, tape, local hard disks, or any other media attached to

a personal computer, it is the user's sole responsibility to make backup copies of the data, documents, or e-mail messages.

Violations – Violations of this policy may result in corrective action. If necessary, the District may advise appropriate legal officials of any violations.

Administration – The Executive Director is responsible for administering this policy. The system manager may be designated as the administrator.

E-Mail Prohibitions – Use of E-mail provided by the District expressly prohibits the following:

- Disseminating or printing copyrighted materials, including articles and software, in violation of copyright laws;

- Sending, receiving, printing or otherwise disseminating proprietary data, trade secrets or other confidential information of the District in violation of District policy of proprietary agreements;

- Sending or soliciting sexually oriented or harassing statements, messages, images or language;

- Operating a business, taking advantage of business opportunities or soliciting money for personal gain;

- Sending or circulating chain letters, jokes, comics, or non-related computer graphics;

- Gambling or engaging in any other activity in violation of local state or federal law.

- Any use of e-mail in violation of the Open Meetings Act.

This list is not intended to be an exhaustive list.

E-Mail Awareness – All users should be aware that the action to delete data, documents, or e-mail messages does not mean that the data, document, or e-mail message has been eliminated from the system. All users must password protect their e-mail.

Strategies for Effective E-Mail Communication:

- Keep your “in” and “sent” boxes clean. It is recommended that the Board members keep important messages in their archive directory. “Trash,” which includes all deleted mail, tasks, appointments and notes, should be emptied every seven days;

- Use professional and business etiquette.

Receipt of E-Mail – Users who receive mail from an unknown or suspicious source must delete the message right away and must not try to open the file attachment. The user shall then notify the systems manager.

Copying of Records – Upon receipt of a request for copies of electronic mail messages, the Executive Director shall review the archive of stored messages to determine if any documents exist which are responsive to such request. No requests for “All Electronic Mail” will be complied with, but the Executive Director or his/her designee shall attempt to assist the person making such request to narrow the scope of the request. If responsive documents are found, the

Executive Director shall review the exceptions to the Freedom of Information Act, and shall consult with the Park District attorney if necessary, to determine if any exceptions to disclosure apply to the requested records. Documents which are not exempt shall be disclosed as required by the Freedom of Information Act. If exempt documents are requested, the Executive Director shall notify the requesting party in accordance with the Freedom of Information Act, and all applicable Park District FOIA ordinances.

Destruction of Records – The electronic mail messages stored by the Park District shall be destroyed in accordance with the State Records Act.

Provisions Applicable to Commissioners Only – E-Mail Use and the Open Meetings Act

The Illinois Open Meetings Act defines “Meeting” as “any gathering whether in person or by video or audio conference, telephone call, electronic means (such as without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business.” Electronic mail may be used to discuss public business by less than a majority of a quorum, subject to the restrictions contained in this policy. Electronic mail may also be used to communicate in any other manner that does not constitute deliberation under applicable Illinois law.

The following are examples of permitted use of e-mail by Commissioners to discuss business of the Board:

- E-mails between two Commissioners not copied to a third Commissioner;
- One e-mail from a Commissioner to all other Commissioners provided it is not responded to;
- E-mails between any number of Commissioners not addressing public business of the Board or any sub-body of the Board.

The following are examples of impermissible use of e-mail:

- Instant messaging involving a discussion of public business by more than two Board members;
- Chat rooms where more than two Commissioners may view written exchanges on matters of public business;
- E-mails between two Board members with e-mails pertaining to the same subject from a third Board member copied or attached;
- Any e-mail by a third Commissioner in response to any e-mail between two Commissioners;
- Any other e-mail or sequence of e-mails or other electronic communications through which more than two Commissioners weigh and examine the reasons for or against a matter now before the Board, or a matter that is reasonably likely to come before the Board in the future.

BENEFITS

Commissioners of the District and their immediate family members shall receive the benefits described below.

Immediate Family members of the Commissioner will be defined as: spouse; domestic partner; unmarried, disabled, dependent children of any age; financially supported unmarried children (blood, step, or adopted) under the age of 19; financially supported unmarried children (blood, step, or adopted) ages 19 to 25 providing the child is attending an accredited college, university or trade school as a “half time” student (minimum of 9 credit hours per semester); and parents or parents-in-law if being financially supported by and living with the Commissioner. Benefits shall be provided using the following guidelines:

Recreation Programs

Registration to programs after resident deadline: 60% discount on resident rates for Commissioner and immediate family (as defined by the Agency). No discount is allowed prior to open registration. Discount is available once the established minimums have been met with full paying guests. Registration before open registration is at full Resident rate.

In the event a discount is desired on a team’s entry fee for a league or tournament, the majority of the team players listed on the official roster must be eligible for the discount. In the event a team sport or activity results in a cash prize, the prize will be discounted by the same percentage as the program fee discount received.

No discount is allowed on contractual programs, private lessons, and personal trainers, special or charitable events. Commissioner will be charged resident rate.

Management reserves the right to pro-rate a discounted program in the event of termination.

Aquatic Center/Arctic Splash

Aquatic Center/Arctic Splash memberships for Commissioner and Immediate Family (as defined by the Agency). Pool membership void for Commissioner and immediate family upon termination.

Fitness Center

Family Fitness Membership for Commissioner and Immediate Family as defined by the Agency. Membership void upon termination.

Banquets-Clubhouse Functions

Commissioners with at least one year of full-time service with the District are eligible for a discount on Banquet-Clubhouse functions as detailed in this policy. Discount is not good on special events. Functions receiving a discount must occur after 1 year of full-time service to the District and the Commissioner must still be an official with the District on the date of the function.

Retail price minus 20%, plus service charge on retail price, plus sales tax on discounted rate (retail price minus 20%). Banquets may be reserved for any day of the week; however, Saturday banquets may only be reserved during the months of January, February, March, and November. Sundays of holiday weekends cannot be reserved.

Concession Stand and Gable Grill

All current Commissioners are eligible for a 20% discount on their meals at the Gable Grill and the Aquatic Center concession stand. This discount is for food and non-alcoholic beverages. Park District photo ID card must be presented.

Golf Benefits

Current Commissioners will receive one (1) round of golf per calendar week during season at no charge. These rounds are non-transferable and will not carryover to future weeks. These rounds will be arranged through the Golf Operations Manager. Free golf, which does not allow reserving a tee time, will be limited to the hours of Monday – Thursday: anytime; Friday through Sunday and Holidays: after 12 noon. Park District photo ID card must be presented.

Tee times may be made only when a paying guest accompanies the Commissioner, or the Commissioner pays the resident green fees. Tee times may be made at any open and available time and day.

Green fees for immediate family members and guests (when playing with Board member) will be at the current resident rate.

Carts – Golf carts are available at current resident rate.

Guest Passes – The Executive Director may approve a limited number of guest passes for green fees. The current Board of Commissioners will receive 12 guest passes for green fees per season. A guest pass is for an individual and includes a cart.

Golf Shop – Retail less 20%. No discount on sale, clearance, or special order merchandise. Special order merchandise will carry a shipping and handling fee. Park District photo ID card must be presented.

Golf Lessons – Once minimum for class is met with full-paying customers, Commissioner and immediate family members are eligible to pay only direct cost. Park District photo ID card must be presented.

Authority to modify policy – The Board of Commissioners, as recommended by the Executive Director, reserve the right to change, modify, or waive golf benefits at any time due to course conditions, budgetary limitations, and/or the priorities of the paying guest.

INDEX

Allowable Expenses.....	17
Benefits	20
Board and Administration.....	3
Board Budget	16
Board Committees	7
Board Development	16
Board Member Attendance Requirements.....	16
Board Member Ethics and Conduct.....	13
Board Member Per Diem	16
Board of Commissioners.....	3
Board of Commissioners Meetings.....	9
Board Officer Responsibilities.....	5
Board Responsibilities	4
Electronic Communication	17
Introduction.....	1
Legal Authority of this Manual.....	2
Mission.....	1
New Board Member Orientation	16
Organizational Values.....	1
Professional and Civic Memberships.....	17
Purpose.....	2
Requests for Information	17
Statutory Authority	2
Vision.....	1