



LAKE BLUFF PARK DISTRICT

355 W. WASHINGTON AVENUE * LAKE BLUFF, ILLINOIS 60044 * Phone (847) 234-4150

February 3, 2016

Dear Resident:

Thank you for your interest in the Lake Bluff Board of Commissioner Vacant Position.

The Lake Bluff Board of Commissioners is accepting applications to fill one (1) vacant position. Commissioner Kevin Considine's resignation was effective January 25, 2016. The term ends May 15, 2017. The application deadline is Monday, February 22, 2016 at 10:00 a.m. with interviews the first two weeks in March.

Eligibility requirements to hold the office of Commissioner of the Lake Bluff Park District are individuals who are registered voters and residents of the Lake Bluff Park District.

Regular Board Meetings are held formally at 6:30 p.m. on the third Monday of each month (with a few exceptions). Committee of the Whole Meetings are held formally at 6:30 p.m. on the first Monday of each month (with a few exceptions). Specific Board Committees are held quarterly.

Park District residents interested in applying for the vacant Board of Commissioner position may obtain an application at the Lake Bluff Recreation Center, 355 W. Washington Avenue, Lake Bluff, Illinois or apply on-line, www.lakebluffparks.org, beginning February 5, 2016.

For more information regarding the vacancy, please contact Ron Salski, Executive Director, at 847-457-7346 or to learn more about the Park District, visit www.lakebluffparks.org under the "District Info" tab.

Sincerely,

Rob Douglass, President
Brock Gordon, Vice-President
Bob Wallace, Treasurer
Susan Ehrhard
Kurt Gronau
Kauri McKendry



People need to know the commitment it takes to be an effective board member.

Dr. Ted Flickinger

ACROSS THE BOARD

Serving on a Park Board Can Change Your Life

Making decisions that affect the lives of thousands of people, which is the work of the board member, can be agonizing or exhilarating. But most of the time serving on a park or forest preserve board is a very rewarding experience.

Take some time to reflect. Think about how your decisions have put smiles on people's faces. Think of the Easter egg hunts, the festivities of the holidays—recognizing Hanukkah and the expression on a child's face seeing Santa for the first time.

Drive around your community and observe in appreciation the open spaces, parks and recreation areas. Hear the laughter of children and adults enjoying the opportunities to have fun. Listen to the child talking to his or her parents about the base hit, the touchdown they scored or the discovery they made at the nature center.

Can you recall the senior citizen talking about the first painting they ever completed or the fun they had in singing and playing in a rag time band? Take time to visit your recreation programs, areas and facilities and observe the excitement and fun people are experiencing, then take a deep breath and expand your chest with pride; you had a lot to do with this.

Park district board service can be the most rewarding, uplifting experience of your life. However, board members can experience stress and frustration. Yet these experiences should be minimal. You first must recognize that it is impossible to please everyone—even your friends, relatives and fellow board members. You can serve with pride and the highest ethics by remembering the Golden Rule and making sure that your thought process for every decision considers whether this is right for the residents of the community.

Are you thinking big picture or special interest? Remember to be tough skinned and not take criticism personally. *You* might be asked for special favors or blamed for almost everything that goes wrong. Oftentimes, the only people you hear from are those who are irate. When this happens just picture in your mind thousands of smiling faces.

One of the most difficult tasks of being a board member is working harmoniously with fellow board members, especially those who frequently want to be argumentative. Your relationship with board members that you have developed a close friendship with can be challenged when major differences of opinions become apparent or controversial issues evolve. Again, remember the Golden Rule and work together for the sake of the majority of residents and in spite of personal disagreements.

Advice for Prospective Board Members

People need to know the commitment it takes to be an effective board member. I suggest that each park board develop a brochure describing board responsibilities and duties as well as the pros and cons of serving on the board. This brochure should be made available to all citizens who are thinking about running for election or being appointed to the park board. Make sure potential board members know their service will have a very positive impact on the community. It's also a patriotic cause and a chance to give back to the community.

Also let them know that serving is a time commitment. There are the monthly board meetings, special meetings, committee meetings, educational seminars and conferences, special events and dedications. In addition, there are phone calls, invitations (some costly) and volume after volume of reports and information to read. It's necessary to have a very supportive spouse and children due to the time constraints and pressures.

Prospective board members should express:

- A willingness to give time and energy to learn and carry out board duties;
- A willingness to make personal sacrifices, such as time away from family and work;
- Respect for varied opinions, points of view and back- grounds;
- The ability to inspire the community's respect and support;
- A willingness to support board decisions, even when the decision conflicts with his or her personal views;
- An interest in participating in discussions with demonstrated reasoning, good judgment and the courage of personal convictions;
- An ability to handle media criticisms of board decisions;

- Support for the executive director in his or her role as manager of the agency; and
- High ethical standards.

In recruiting the best possible board members for your agency, key questions to ask potential candidates include:

- Why do you want to serve on the board?
- What organizations (local, civic, business or trade) have you served? What were your major accomplishments? (Ask for references from these organizations and follow-up. Determine from these background checks how the individual works with others to resolve issues or differing opinions.)
- What is your overall impression of the park district, its board and staff?
- How will political ties affect your board service?
- What issues do you want to see addressed by the park board?
- How do you see the role of the board member as it relates to the role of the director and staff?

Remember reciprocity during this question/answer period. Candidates should have a chance to ask questions of the board and staff. Supply candidates with ample information about the agency; arrange tours of the district and other orientation programs. (See related sidebar for resources to provide new board members.)

In conclusion, I would wager that most of the 2, 100 board members who are members of the Illinois Association of Park Districts would say that if they had to do it over again, they would. Some have reported to me that serving on a park board has changed their lives. Some have found lifelong friendships with fellow board members. Some have received high honors and recognition in their community. Some report that their spouse, children and relatives are very proud of their service.

Your decision as a park board member can shape the community, a person's life, and the agency's future. The benefits of serving as a park board member are almost endless.

Take time to visit your recreation programs, areas and facilities and observe the excitement and fun people are experiencing/ then take a deep breath and expand your chest with pride; you had a lot to do with this.



**LAKE BLUFF BOARD OF COMMISSIONER
APPLICATION FOR VACANT POSITION
TERM - 2016 TO MAY 2017**

THE APPLICATION DEADLINE IS FRIDAY, FEBRUARY 22, 2016 AT 10:00 A.M.

[Apply Online](#)

Name:

Date:

Home Address:

Home/Cell Phone:

Number of years living in Lake Bluff Park District:

Business Phone:

Registered Voter (Please circle or bold): Yes No

Education	School Name & Location	Years Attended	Date Graduated	Area of Study
High School				
College				
Advanced Degree				
Trade or Special Training School				

Current Employer	Address	Type of Work	Dates of Employment

Past Employer	Address	Type of Work	Dates of Employment

Lake Bluff Community Involvement – Please list any and all Board involvement/positions with government agencies, organizations, clubs and activities that you are affiliated with that involve the **Lake Bluff community**:

Government Agency/ Organization/Club/Association	Activity	Years Involved	Office Held

*Do you believe your affiliation with any of these agencies may be a Conflict of Interest? (Please circle or bold)
Yes No

Community and/or Professional Involvement Outside of Lake Bluff

Please list Board involvement/positions that you have been affiliated with in **other communities**.

Government Agency/ Organization/Club/Association	Activity	Years Involved	Office Held

*Do you believe your affiliation with any of these agencies may be a Conflict of Interest? (Please circle or bold)
Yes No

Please list any hobbies:



BOARD MEMBER APPLICANT QUESTIONNAIRE

The questionnaire deadline is Friday, February 22, 2016 at 10:00 a.m.

1. Why do you wish to serve as a Board member for the Lake Bluff Park District?

2. What is your overall impression of the Lake Bluff Park District and its Board and staff?

3. What issues do you want to see addressed by the Board?

4. How do you see the role of the Board member as it relates to the role of the Executive Director and staff?

5. How much time and energy can you contribute as a Board member?

6. What skills can you bring to the Board?

7. How can the Lake Bluff Park District make the best use of those skills?

Board Policy Manual

Adopted by the Board of Commissioners on April 20, 2009

Revised March 15, 2010

Revised May 17, 2010

Revised September 19, 2011

Revised March 18, 2013

Revised August 19, 2013

Revised November 16, 2015

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1.1 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 certain 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.

1.2 PURPOSE

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

1.3 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.

1.4 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. However, the principle statutory authority is the Park District Code (70 ILCS 1205/1-1, et seq.), which is the 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 the manual.

2.1 BOARD OF COMMISSIONERS

The Lake Bluff Park District is a separate unit of municipal government established in 1925. The district is governed by a Board of seven publicly elected or duly appointed Commissioners who serve for four-year terms and without compensation. The Board of Commissioners acts as the legislative and policymaking body of the District.

2.2 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 and qualified.

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.

Oath of Office

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

Removal of Non-Elected Officers, Community Representative or Employees

Any non-elected officer, community representative or employee appointed or employed by the Lake Bluff Park District may be removed by the Board whenever, in its judgment, it would be in the best interest of the district. Should said individual be an employee, the written sections of the Lake Bluff Park District Personnel Policies shall govern.

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).

Applying for Lake Bluff Park District Open Staff Position

If a Board Member is interested in applying for an open staff position, the Board Member shall resign from the Board first by submitting a resignation letter before submitting any application and/or being considered for an interview.

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 the 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.

Once a resignation is received, the Board has 30-45 days to fill the vacancy by posting the vacancy on the website, newspaper and throughout the Recreation Center. The Board shall request interested candidates to fill out an application and answer questions. The Board President shall call a Special Board Meeting in which interviews will be conducted.

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).

2.3 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 District 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 mission.
- 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 and further the mission of the District.
- Review processes that measure and analyzes 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.

2.4 BOARD OFFICERS' RESPONSIBILITIES

According to Park District Code, the President and Vice-President shall be elected annually. In order to provide for continuity of practices and policies, the Board shall determine whether the president, vice-president and committee member positions shall be elected for two consecutive annual terms.

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. The President shall have the following responsibilities:

- 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 the 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 agendas.
- 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 goals 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, the Vice-President assumes all the duties of the President. The Vice-President shall be elected by the Board and serve 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 Business and Facility Services 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 Lake Bluff 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 regards 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.
- Perform such other duties as required by the Board.

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.

2.5 BOARD COMMITTEES

Committee of the Whole, Standing Committees and Appointments

The Board will approve a regularly scheduled Committee of the Whole meeting. The Committee of the Whole consists of all Commissioners and shall conform to the Illinois Open Meeting Act.

At the Annual Meeting after his/her election as President, the President shall, with the approval of the Board of Park Commissioners, appoint two Board members to the following standing committees: Finance, Administration and Future Planning, Tri-Advisory and Intergovernmental, Facilities and Programs and Parks and Beach. The Board shall establish, 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 shall take. The Committee possesses no authority to expend District funds.

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. In order to provide for continuity of practices and policies, the Board shall determine whether the committee member positions shall be elected for two consecutive annual terms. 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.

Committee of the Whole

The Committee of the Whole shall consist of all Commissioners. This committee is charged with the consideration of recommendations on all issues related to any Committee.

Standing Committees

There will be two (2) Board members and one citizen community representative appointed to each standing committee. One of the two Board Members will become Chair determined by the Board President and approved by the Board.

The Park District will advertise and accept applications for the one community representative position. The Committee will interview and recommend an appointment to the Board at the next Regular Board meeting.

Community representatives appointed to standing committees shall reside within Park District boundaries. Employees of the Park District, including full-time, part-time and contractual employees are not eligible to serve on standing committees of the Board. The President, or in his/her place, the Vice President, shall sit in on each Committee and serve as a non-voting member if a quorum of Committee members is present. If a quorum of Committee members is not present, Commissioners may serve as voting members of the Committee as required to obtain a quorum. The order of determining which commissioner(s) shall serve on the Committee to obtain a quorum is as follows: President, Vice President and Treasurer.

Each member of a committee shall hold office for one year or until his/her successor is appointed. In order to provide for continuity of practices and policies, the Board shall determine whether the committee member positions shall be elected for two consecutive annual terms. 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.

Finance, Administration and Future Planning Committee

This committee is charged with the consideration of recommendations on all issues relating to administration and finance 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 proposed revisions to the Administrative Policy Manual.
- Review of proposed revisions to the Conduct Ordinance and Policies.
- Review of all policy-related staff recommendations.
- Participate in developing revenue policies.
- Participate in developing cost recovery policies.

- 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.
- 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 District-wide Comprehensive Plan and recommend updates to the Plan.
- Provide input when establishing recommendations regarding the capital development budget.
- Review developer donation requirements.
- Provide monthly committee reports during the Regular Board Meeting.
- Support committee recommendations when presented to the Board.

Facilities & Programs Committee

This committee is charged with the consideration of recommendations on all topics and issues relating to recreation and facility programs and services (Recreation Center, Fitness Center, Swimming Pool, Golf, Platform Tennis, Open Gym, Kidzone) for the District. Committee involvement includes, but is not limited to:

- Participate in developing revenue policies.
- Participate in developing cost recovery policies.
- Review pricing.
- Review program and membership statistics.
- Review of miscellaneous issues impacting the parks, programs and facilities.
- Provide monthly committee reports during the Regular Board Meeting.
- Support committee recommendations when presented to the Board.

Parks & Beach Committee

This committee is charged with the consideration of recommendations on all issues relating to the parks and Beach for the District. Committee involvement includes, but is not limited to:

- Participate in Parking and Lighting designs and plans.
- Review the Property and Public Land Use Advisory Committee report and recommendations.
- Participate in developing specific Park Master Plans.
- Participate in developing policies specific to parks and beach.
- Participate in developing revenue policies.
- Participate in developing cost recovery policies.
- Review pricing.
- Review program and membership statistics.
- Review of miscellaneous maintenance issues impacting the parks, programs and facilities.
- Provide monthly committee reports during the Regular Board Meeting.
- Support committee recommendations when presented to the Board.

Tri-Advisory and Intergovernmental Committee

The Tri-Advisory and Intergovernmental Committee shall consist of two Commissioners only (with one of the Commissioners being appointed chair by the President). 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 Lake Bluff Park District. Committee involvement includes, but is not limited to:

- Obtain Regular Meeting minutes and review for information relative to the community as a whole.
- Attend the quarterly Tri-Advisory Board meetings.
- Communicate 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 organizations.
- Provide monthly committee reports during the Regular Board Meeting.
- Support committee recommendations when presented to the Board.

3.1 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 Board shall elect annual a President and Vice-President according to the Open Meetings Act. A motion and second is required for each nomination.

Other business may be transacted at the May meeting.

Regular Meetings

Regular meetings of the Board shall be held on the third Monday of each month at 6:30 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 regular meetings for the next 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 Lake Bluff Park District Recreation Center, 355 W. Washington Avenue, Lake Bluff, IL, unless otherwise determined 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 Meeting

The Board may hold a meeting closed to the public, or close a portion of the meeting to the public for any reason authorized by the Open Meetings Act. 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, Approval of Agenda, Statement of Visitors, Approval of Minutes, Approval of Voucher List, Treasurer Report, Recognition/Presentation, Consent Agenda, Unfinished or Continuing Business, New Business or Action Items, Written Communications, Staff Reports, Committee Reports, Verbal Communications (Staff and Board), 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 a Board meeting. Items should be on the Agenda to act on them. The agenda is available no later than Thursday preceding the regular meeting.

Consent Agenda

The consent agenda may appear as a designated portion of the regular Board agenda. All items placed on the consent agenda and not asked by a Board member 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 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 Members

The agenda item "Statement of Visitors" 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/action items agenda. Once all citizens have had an opportunity to address the Board, the President should close the floor for communication from citizens.

Under each unfinished or continuing business and new business/action item 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.

There shall be a five-minute time limit, with the limit per citizen per item. The amount of time may be increased at the discretion of the President in his or her reasonable discretion with the consent of the Board. Additional discussion from citizens shall be left to the discretion of the President. However, the justification for permitting a second opportunity for citizens to address the Board at the same meeting should be based on the premise that new information will be presented to the Board.

The Statement of Visitors time shall not be used by citizens to make personal attacks upon Board Members, staff or District consultants. The President and Board reserve the right to stop a citizen from speaking at a meeting or to prohibit a citizen from speaking at future meetings.

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 law provides that the Board shall have 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.”

The Board usually acts by way of a motion, resolution, or ordinance. Motions are an informal method of Board action made orally and noted in 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.

Official Minutes

All final action taken by the Board of Commissioners shall be taken in an 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 Recreation Center, as well as posted on the Park District website, www.lakebluffparkdistrict.org.

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 approval process shall be determined in Executive Session.

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.

4.1 BOARD MEMBER ETHICS AND CONDUCT

Board members of the Lake Bluff Park District are expected to be of high moral and ethical character and work together as a team to serve the community. 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 Lake Bluff Park District Ordinances, Ethics Ordinance, Public Officers Prohibited Activities 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 Lake County.
- Always keep the best interests of the Lake Bluff 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 regarding 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.

5.1 REMOTE ATTENDANCE POLICY

It is the policy of the Lake Bluff 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, 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 Lake Bluff Park District; or
 - (3) The member cannot attend because of a family or other emergency.

Voting Procedures

After a roll call establishing that 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 Meeting

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.

6.1 BOARD MEMBER ATTENDANCE REQUIREMENTS

Lake Bluff Park District Board members are subject to an attendance policy that is prescribed in Ordinance 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.

7.1 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 the 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 encourage to take IAPD orientation classes and attend conferences to quickly increase their knowledge of Park District and Board operations.

8.1 BOARD BUDGET

The Board recognizes the need to properly educate, orient, and train Commissioners to the mission and goals of the District. The Board will allocate sufficient funds in the budget for these purposes and it will be simply referred to as the “Board Budget.” The draft of the Board Budget will be developed by staff and approved by the Board as part of the total annual budget.

8.2 BOARD DEVELOPMENT

The Board recognizes the benefit 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

8.3 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.

8.4 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 NSSRA, IAPD, Village of Lake Bluff, Chamber, School District 65 and Lake Forest 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.

8.5 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.
- Lake Bluff/Lake Forest Chamber of Commerce
- 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.

9.1 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.

10.1 ELECTRONIC COMMUNICATION

Forms and Use of Electronic Communications

The Lake Bluff Park District provides and maintains messaging agents and electronic facilities as follows: internal and external electronic mail (e-mail), cell phone, 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 Lake Bluff Park District. Accordingly, all messages and files created, sent, received, or stored within the system shall be related to the 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 seems 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 email 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 for Commissioners Only – Cell Phone Use and the Open Meetings Act

Members of the Park Board are prohibited from sending electronic messages, including emails, text messages, chat and instant messages, communications via social networking sites, and other electronic communications that relate to the discussion of public business, defined to include communications about business or community interests as opposed to private affairs, whether from a District-provided device or a privately-owned device, in the following circumstances:

1. To any one or more members of the Park Board during a meeting of the Park Board.
2. To a majority of a quorum of the members of the Park Board at any time.

Park Board members should be aware that any electronic communication relating to the discussion of public business that is sent from or received by a District-provided device may be subject to release under the Illinois Freedom of Information Act, regardless of the circumstances of the communication.

Electronic communications sent in violation of this Policy may be subject to release under the Illinois Freedom of Information Act and could subject the violator to an enforcement action that might result in criminal penalties under the Illinois Open Meetings Act.

Provisions Applicable for 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 email 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.

11.1 OBLIGATIONS Revised March 18, 2013

The obligations listed below are to incentivize Commissioners to remain involved all the Park District's fee based enterprises. It is critical to have all Board Commissioners involved so as to observe all facets of the operations. Commissioners will receive the following:

- Five day passes per year for the Aquatic Facility. If the Commissioner purchases a membership there will no passes provided. This applies to Commissioners only. All family members will pay the resident rate. Commissioners are prohibited use of the facility during prime time periods.
- Five rounds of golf per year at the Lake Bluff Golf Club. Commissioners are prohibited use of the facility during prime time. Non-primetime is defined Monday - Friday, after 2:00 p.m. Saturday, Sunday and Holidays. If the Commissioner purchases a membership there will no passes provided. This will apply to Commissioners only. All family members will pay the resident rate.
- Consistent to the Park District Mission Statement of health and well-being, Commissioners, spouse and dependents receive annual passes to the Fitness Center. Commissioners are prohibited use of the facility during prime time periods.
- Five court reservations per year for the Paddle facility. If the Commissioner purchases a membership, there will no passes provided. This will apply to Commissioners only. Commissioners are prohibited use of the facility during prime time periods. Non-primetime is defined by Paddle/Tennis Pro on an annual basis.

- For programs including but not limited to group fitness, athletics, general, child care, etc, Board Members and their immediate families shall pay full price. Commissioners shall pay full price for golf carts and all rentals.
- For Commissioners only, a 20% discount is applied to all memberships and daily fees.

On an annual basis each Commissioner will provide a six month evaluation/review of the enterprises they have participated in to the Board President and Executive Director.

12.1 AUTHORITY TO MODIFY POLICY - AMENDMENT

This Policy may be amended from time to time by the Board of Commissioners in its sole discretion.

13.1 OPEN MEETINGS ACT – TRAINING FOR OFFICIALS – Board Approved November 16, 2015

Training for Officials

The Illinois General Assembly has amended the Open Meetings Act, effective January 1, 2012. The amendment requires all elected and appointed members of a public body to complete a training program about the OMA.

Officials holding office on January 1, 2012, have one year in which to complete the training. Officials taking office after that date have 90 days to complete the training. Officials who have already completed an OMA training program are not required to do so again.

The training program is administered by the Public Access Counselor. Upon completion of the training, each official must submit a certificate of completion to the PAC. A certificate of completion covers the official for any committee or subcommittee of the public body and for every other public body of which the official may be a member. Instructions to public officials are not yet published by the PAC, but certification as an OMA officer under the current law will satisfy the new requirements.

Failure of an official to satisfy the OMA training requirement is a Class C misdemeanor, but does not affect the validity of any action taken by the public body.

Legal Counsel can assist any public body in complying with the new training requirements.

**LAKE BLUFF PARK DISTRICT
BOARD OF PARK COMMISSIONERS
SCHEDULE OF REGULAR AND COMMITTEE OF THE WHOLE MEETINGS
FOR THE YEAR 2016**

The Committee of the Whole meetings are held on the first Monday of the month and regular meetings of the Board of Park Commissioners are held on the third Monday of the month as noted in the following schedule. Meetings are held at **6:30 p.m.** at the Recreation Center, 355 W. Washington Avenue, Lake Bluff, Illinois. Notification of any changes will be posted at the Recreation Center Park District website and submitted to local media.

January 4 <i>January 25**</i>	Committee of the Whole Meeting <i>Regular Board Meeting</i>
February 1 <i>February 22**</i>	Committee of the Whole Meeting <i>Regular Board Meeting</i>
March 7 <i>March 14*</i>	Committee of the Whole Meeting <i>Regular Board Meeting (School District Spring Break is March 21-March 28)</i>
April 4 April 18	Committee of the Whole Meeting Regular Board Meeting
May 2 May 16	Committee of the Whole Meeting Regular Board Meeting
June 6 June 20	Committee of the Whole Meeting Regular Board Meeting
<i>July 11*</i> July 18	<i>Committee of the Whole Meeting</i> Regular Board Meeting
August 1 August 15	Committee of the Whole Meeting Regular Board Meeting
<i>September 12*</i> September 19	<i>Committee of the Whole Meeting</i> Regular Board Meeting
October 3 October 17	Committee of the Whole Meeting Regular Board Meeting
November 7 <i>November 14*</i>	Committee of the Whole Meeting <i>Regular Board Meeting</i>
December 5 <i>December 12*</i>	Committee of the Whole Meeting <i>Regular Board Meeting</i>

**2nd Monday of the Month*

***4th Monday of the Month*