



**CHICAGO PARK DISTRICT**

# Park Advisory Council Guidelines

Updated 02.14.2025

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# Introduction

The Chicago Park District (Park District) is committed to the improvement of its parks by enhancing their maintenance, beauty and recreational programs. A successful partnership between a Park Advisory Council ("PAC") and the Park District can help enhance our parks as important centers of community activity.

These guidelines were developed as a result of requests from resident groups seeking assistance in forming active councils so their community's needs can be organized and expressed accurately to the Park District. The guidelines outline the process for the formation and recognition of a PAC by the Park District and provide recommendations and requirements for the purpose and structure of a PAC and its members.

It is important to note that PACs are separate and independent entities apart from the Park District. Their role is to provide recommendations and suggestions to the Park District regarding their respective parks. PACs have no authority or power related to the Chicago Park District, City of Chicago, or State of Illinois. The Park District cannot provide any funding for a PAC and shall not hold funds for a PAC. Membership on a PAC is voluntary and the Park District accepts no responsibility for the actions of PAC officers and members. The Park District reserves all authority to make policy and administrative decisions. PACs may not mandate activities, programs or policies. The Park District retains all authority to set fee structures and establish operating procedures for its facilities.

# I. Starting the Process

Any park or playlot within the Chicago Park District may be represented by a PAC. **The Park District recognizes only one (1) registered PAC per park.** An official PAC can represent the interest of the park and adopt neighboring pocket parks.

Prior to beginning the PAC formation process, contact the Park Supervisor or Area Manager to determine if a PAC exists or if others are interested in forming a PAC.

1. For parks or playlots without an existing PAC:
  - a. Any person can request to convene the initial meeting of a PAC by submitting a letter of intent to form a Park Advisory Council to the Park Supervisor or Area Manager.
  - b. This letter should include the date and time of the initial meeting of the PAC. It is recommended that the meeting take place no sooner than 14 days and no later than 60 days from the date filed.
  - c. The Park Supervisor or Area Manager will review the document and post notice of the initial meeting.
  - d. This meeting should be held at the park or, if no park space is available, at the nearest public facility.
  - e. Interested residents should work closely with Park District staff to notify the community and local elected officials of the intent to form a new PAC.
2. For parks or playlots that have an existing PAC:
  - a. Park staff can provide you with the PAC contact or meeting information.
  - b. If a PAC has been formed you can become a member by attending the next PAC meeting and abiding by the PAC Bylaws.
  - c. If you are unable to obtain PAC information, please contact the Park District Department of Legislative and Community Affairs at 312-742-2797.

## II. Initial Meeting and Election of Officers

If a PAC does not exist, the next step is to hold an initial meeting to determine community interest in the creation of the PAC. The purpose of the initial meeting is to determine community interest in the PAC, receive nominations for PAC officers and set the date for the next meeting and elections.

At the initial meeting, Park District staff can be made available to assist with the coordination and order of the meeting.

The Park District encourages the use of Robert's Rules of Order to govern all PAC meetings.

At the initial meeting, circulate a sign-in sheet for completion by each prospective member. The sign-in sheet should be attached to the *Registration Form* when submitted to the Park District. The Park District recognizes the invaluable contribution of residents' input as provided by a broad-based, representative advisory body. Completion of the *Registration Form* provides the Park District with the assurance that a PAC will conduct itself for the best interest of the park through commonly shared values and establishes a partnership with the Park District.

In order to ensure consistency, PACs are required to follow these principles:

1. PACs must create bylaws. Bylaws must be shared with the Park District. A template for bylaws is included in the appendix of this document.
2. Membership is open to all persons.
3. Only Chicago residents shall serve as officers.
4. Elections should be held for the offices of President, Vice-President, Treasurer and Secretary. If there are only three members, elections must be held for President, Vice-President, and either a Treasurer or a Secretary.
  - a. All officers of the PAC shall be elected by the general membership according to the PAC bylaws.
  - b. Each member is allowed one vote.
  - c. Elections for each office shall be held annually or according to the PAC bylaws.
  - d. All elected officers of the PAC must read and sign a Registration Form.
  - e. At least one (1) representative of the Park District must be present at the election.
5. Each PAC is free to include additional officers or sub-committees as provided in the PAC's bylaws.
6. Any attendance requirements for voting must be established in the bylaws.
7. **All members of the PAC who handle funds on behalf of the PAC or interact with children as part of their role on the PAC must complete and submit a Park District Volunteer Application and submit to a Park District background check.**

8. PACs should give 14 days' meeting notice with the minimum of a flyer in the local park.
9. PACs shall register and maintain Not-For-Profit status with the State of Illinois.
10. PACs shall maintain a binder containing meeting agendas, minutes, bylaws, attendance, evidence of Not-For-Profit status with the State of Illinois, and financial statements for quick access if such information is requested. This binder shall be kept at the respective park for convenience. PACs are required to keep all materials for at least five years.

## III. Policy

### A. Membership and Meetings

Once the initial officers have been elected, the PAC shall adopt bylaws to address its purposes, goals and membership needs. Below are some guidelines the Park District has recognized as vital components to the successful and equitable operation of every PAC. In order to ensure a certain level of consistency, PACs shall incorporate these items:

1. A PAC should consist of at least four (4) members; this includes officers.
2. Resident members (Chicago residents) shall be allowed to serve as officers with full voting privileges. Non-Resident members (those who reside outside of Chicago) may participate only as general members.
3. PACs have the option to hold virtual meetings, with a phone-in option, in lieu of in-person meetings. The PAC bylaws should be drafted or amended, if necessary, to allow for virtual meetings. The agenda of the meeting and the minutes of the prior meeting should be made available three days before the virtual meeting will take place. Park District staff shall be notified of the PAC meetings.
4. Every January, each PAC must post a calendar of its scheduled meetings for the year and provide a copy of such to their respective park, or establish a regular meeting date and time (e.g. the second Tuesday of the month at 7 p.m.).
5. Members should be properly notified of all PAC elections, meetings and activities. At a minimum, notice of scheduled PAC meetings and elections shall be posted 14 days in advance at its respective park. A 48-hour notice should be provided for emergency or special meetings. Criteria to determine what constitutes emergency or special meetings should be included in the PAC bylaws. Meeting cancellations shall be posted immediately by the PAC and they should inform the Park Supervisor or Area Manager of such cancellations.

6. Park District employees may be members of PACs; however, they may not hold office in a PAC and can only be a non-voting member at the park where they are employed. The Park District requires employees to disclose their Park District employment.
7. A person can only hold office in one PAC at a time unless voted on by the community and approved by the Park District.
8. In order to maintain recognition as an official PAC, every PAC must:
  - a. Meet quarterly;
  - b. Register for, maintain, and annually provide the Park District with evidence of its Not-For-Profit status with the State of Illinois; and,
  - c. Submit the Annual Report to the Park District.
9. Each PAC is free to determine whether they will require membership fees or dues; however, no person interested in becoming a member of a PAC should be excluded from membership for inability to pay any such dues or fees.
10. Participants in a PAC meeting must give informed consent prior to any video or audio recording of the meeting. If any participant objects to a recording, the PAC should not record that meeting.

## B. Registration Form

In order to complete the PAC formation process, each PAC must complete the *New PAC Registration form* after its members are elected. This agreement constitutes the basic partnership between the Park District and the PAC. Each member of the PAC is expected to respect the terms of the agreement in order to retain the PAC's official designation. Once complete, the fully executed *Registration Form* must be filled out and submitted to the Department of Legislative and Community Affairs.

Only when all documents are in order and the PAC and its applicants are in compliance with Park District policies and guidelines can a PAC become recognized as an official Park Advisory Council by the Chicago Park District.

## C. Purpose and Goals

The PAC's purpose and goals should be determined as soon as its officers are elected. Changes to existing purpose and goals can be made at subsequent meetings in accordance with the PAC bylaws. The Park District has provided the following items as a means of assisting a PAC when determining its purpose and goals:

1. The purpose and goals should include having a positive impact on the park and the surrounding community.
2. The purpose of a PAC is to provide the Park District's staff with an advisory voice on matters related to its specific park. These include, but are not necessarily limited to, facilities and equipment improvements, programming, landscaping, budgeting, safety/security and overall evaluation of service. However, the Park District reserves all authority to make policy and administrative decisions; PACs may not mandate activities, programs or policies. The Park District retains all authority to set fee structures and establish operating procedures for its facilities.
3. The Park District supports the idea of PACs conducting fundraising events in cooperation with the local Park Supervisor or Area Manager for the purpose of generating revenue to fund the purchase of equipment, additional programming or other improvements in partnership with Park District. (See Section E below for more information.)
4. Several PACs have established committees that deal with specific areas of their respective park. Examples of such committees are: Dog Friendly Area Committee, Program Committee, Fund-Raising and Promotions Committee, Garden Committee, Playlot Committee and Landscape Committee.
5. PACs are expected to work in good faith with Park District staff and comply with reasonable requests made by any Park District employee.
6. PAC members are required to adhere to the policies and requirements set forth in the PAC Code of Conduct.
7. PACs are not subject to the Open Meetings Act.
8. PACs should follow Robert's Rules of Order and PAC bylaws.

## D. Bylaws

The Park District has developed a standard set of bylaws (see appendix) that every PAC can use to operate and maintain their organization. These bylaws contain many of the items discussed within these guidelines and can be used by a PAC to operate and maintain their organization. However, each PAC should have its own identity and the Park District encourages each to expand upon these bylaws in order that they reflect the goals, purpose, and identity of its respective park and community.

Customization of bylaws is expected to be crafted in a way to encourage participation by all and must not discriminate because of disability, race, color, religion, sex, gender, gender identity,



national origin, ancestry, age, and marital status, unfavorable discharge from military service, parental status, or sexual orientation.

## E. PAC Toy Boxes at Parks

The Park District understands that some park patrons would like to leave toys at parks for other children to use. To allow for safe and environmentally friendly practices to avoid the dumping of any material – including toys – at a park, PACs may organize and place one (1) PAC toy box at their respective park. A PAC toy box is a designated container where patrons can leave and exchange toys to share with others while playing at a park.

1. To set up a PAC toy box at their respective park, a PAC shall:
  - a. Obtain written permission from (1) the Park Supervisor or Playground Supervisor and (2) LCA prior to installing a PAC toy box.
  - b. Ensure that the PAC toy boxes:
    - i. Are no larger than 60 inches long, 30 inches in height, and 30 inches in width
    - ii. Have a lid and can be completely closed
    - iii. Are water and weather-proof
    - iv. Have hydraulic pistons to allow the top of to completely open and shut slowly with minimal effort
    - v. Are labeled with the PAC's name and contact information
    - vi. Are not obstructing pathways, playground equipment fall zones, or wheelchair access
    - vii. Contain language that states,

“This toy box is sponsored by the [ *park name* ] Park Advisory Council. You may use the toys in the box while you are at the [ *park name* ] park. Please return toys to this box after you are done using them. Toys that do not fit inside this box shall not be left at this park or any other Chicago Park District park. Any toys that remain in the park outside of this box and are not being used may be disposed of by the Chicago Park District.”

2. The PAC is responsible for maintaining the PAC toy box and the toys. This includes, but is not limited to, disposing of broken or damaged toys that may pose a threat to the safety and wellbeing of other patrons, repairing a replacing a damaged PAC toy box, and removing graffiti from the PAC toy box.

3. Patrons may place toys in the PAC toy box that they would like to remain at the park for future use. However, a toy in a PAC toy box may be removed by other patrons, PACs, or the Park District should the Park District find the toy to be damaged, broken, or dangerous to patrons.
4. Toys that do not fit in the PAC toy box shall not be left at the park.
5. Only one (1) PAC toy box may be placed at a park.
6. Any abandoned, broken, or discarded toys that are not actively being used and remain outside of the PAC toy box on park grounds, including on or in playgrounds or sandboxes, will be removed and disposed of by Park District employees during each scheduled park maintenance. This includes toys that are placed next to or nearby the PAC toy box and toys that do not fit inside the PAC toy box.
7. The Park District reserves the right to:
  - a. Remove any PAC toy box that is not being well-maintained by the PAC or that poses a risk to the health or safety of park patrons and community members;
  - b. Remove any PAC toy box that was installed without permission from LCA and the Park or Playground Supervisor;
  - c. Remove any PAC toy box that does not adhere to the requirements provided in this Subsection E;
  - d. Relocate a PAC toy box to another area of the park;
  - e. Remove any PAC toy box after a PAC is suspended or disbanded;
  - f. Remove any abandoned material – including toys – in a park; and,
  - g. Remove any toys that the Park District finds to be damaged, broken, or dangerous to patrons, regardless of whether they are placed in a PAC toy box.

## F. Donations, Fundraising & Financial Reports

PACs are independent from the Park District and cannot receive funding from or represent the Park District in any manner; however, the Park District is supportive of PACs conducting fundraisers or obtaining donations to support PAC programs, Park District programs, Park District capital projects, or acquiring Park District equipment for use by Park District patrons. Prior to soliciting donations or launching fundraising campaigns, PACs shall work with Park District staff to identify appropriate donations and projects.

Because funds or equipment obtained by a PAC will ultimately be used for public purpose, the Park District requires every PAC to adhere to the following requirements:

1. All members of the PAC who handle funds must complete and submit a Volunteer application to the Park District and submit to a Park District-authorized background check.
2. Whenever a PAC solicits or obtains funds, the Park District requires that it open a bank account in the name of the PAC and either register as a 501(c) (3) non-profit organization or work with a third-party fiscal agent, such as the Chicago Parks Foundation or another organization offering fiscal sponsorship services. `
3. In accordance with the Illinois Solicitation for Charity Act, (225 ILCS 460), PACs that intend to solicit and receive more than \$15,000 for charitable purposes during any 12-month period ending December 31 in Illinois shall register with the Illinois Attorney General's Office as a charitable organization prior to any solicitation of funds.
4. PACs must maintain financial records detailing its fundraising efforts. Financial reports shall be given at each PAC meeting. These records shall be available to the public and submitted to the Park District.
5. Coordination of donations and fundraising strategies with the Park District by following one of the appropriate financial contribution guidelines outlined below:
  - a. Capital Fundraisers. Capital improvements are generally those repairs or improvements that are more permanent in nature and typically do not involve programs, equipment or operations. This process requires:
    - i. *Notification to Park District*. Discuss the project with the Park Supervisor or Area Manager to make sure that the idea is consistent with Chicago Park District plans for the future of the park. After discussing with the Park Supervisor or Area Manager, PACs must submit a letter of intent to the Department of Legislative and Community Affairs (LCA).
    - ii. *Executed Agreement*. The Park District Planning Department will conduct a review of the proposal and provide a Capital Partnership Pledge form to the PAC for completion. Before a project can be bid for construction the PAC must submit a copy of a bank statement indicating the total funds raised, as well as the specific purpose of the funds for execution of a final agreement.
      1. A final agreement will be drafted between Park District and the PAC and must be signed by the PAC and the General Superintendent or their designee.
      2. The Park District must receive the executed agreement and copy of bank statement prior to the Park District issuing spending

authority; the PAC will then be invoiced for the agreed donation amount.

- b. Monetary and In-kind Donations. All monetary or in-kind donations (such as temporary equipment, refrigerators, computers or other similar assets) for a park **must** be reported to the Park District. The Park Supervisor or Area Manager will complete a *Donation Acceptance Form*. Additionally, monetary donations must include a letter identifying the donation amount, purpose of the donation and a copy of the payment. Please remember that any equipment or in-kind donation becomes the property of the Park District, and as such, the Park District has the right to use them as it deems safe and necessary. The Park District also has the right to refuse to accept any in-kind donation or capital improvement project at its sole discretion.
6. Any funds raised by the PAC may not be used to pay a salary of any PAC member, Park District staff, or other organization for their efforts.
7. In the event a PAC is suspended or disbanded in accordance with Park District PAC Guidelines, PAC Bylaws, and/or PAC Code of Conduct, the PAC's permission to raise or spend funds solicited on behalf of the Park District shall be suspended immediately. The PAC's fiscal agent shall be notified in order to safeguard the funds until the suspension is lifted or a new PAC is created. If the PAC is not reinstated or a new PAC is not formed within 12 months, individual donors with unspent contributions of \$2,000 or more; in the last 12 months from the date of the incident that resulted in the suspension, may either have their restricted donations returned or redirect them to the Park District along with the rest of the disbanded PAC fund balance.

## G. Complaint Review Process

This review process is designed solely for the purpose of **reviewing complaints from PACs regarding actions of members acting on behalf of their PAC.**

1. The officers of the PAC have the responsibility of monitoring the actions and activities of their PAC as a whole. The objectives set by the individual PACs must be lawful, good for the community, and not conflict with Park District policies.
2. The PAC has the right to review the actions of an individual PAC member, PAC officer, or group of members or officers acting on behalf of the PAC. The PAC may consider separation of a member, officer, or group of members or officers should they deem it appropriate based on just cause.

3. PACs should respond to any complaints in writing and file a copy of the response in the file kept at its respective park. Should the complainant be dissatisfied with the response, they have the right to appear before the PAC's general membership to voice their concern.
4. If the above procedures fail to reach an amicable conclusion the complainant has a right to file a written appeal with the Park Supervisor or Area Manager. The Park Supervisor or Area Manager will share the complaint with the Department of Legislative and Community Affairs, who will then share it with the PAC Governance Committee. The written appeal must include details about the complaint, the steps taken and the result. The PAC Governance Committee will follow the procedures set forth in the PAC Code of Conduct. For more information on the PAC Governance Committee or how to become a member please contact the Department of Legislative and Community Affairs.

Please note that any person, including other PAC Members and Park District employees, may immediately file a complaint with the Park Supervisor or Area Manager against a PAC Member for violation of the PAC Code of Conduct. In those instances, the complainant should adhere to the procedures set forth in the PAC Code of Conduct for the complaint reporting process.

## H. Compliance

In order to enjoy certain Park District PAC advantages all PACs must be compliant with the following:

1. All PACs must submit the Annual Report to the Park District. The Annual Report shall include evidence of the PAC's Not-For-Profit status with the State of Illinois.
2. When new officers are elected, the PAC must submit the Officer Update to the Park District.
3. All PAC officers and any PAC members handling finances or working with youth must submit an Adult Volunteer Application.
4. PACs must maintain a binder in the local field house of PAC documents: bylaws, financial statements, meetings agendas, minutes, sign in sheets, and evidence of Not-For-Profit status with the State of Illinois.
5. PACs shall work in good faith with Park District staff.
6. PACs and PAC members shall comply with the Facility Users Code of Conduct and the Park Advisory Council Code of Conduct.

## H. Disbanding of a PAC

Should a PAC elect to disband, the PAC should make every effort to hold an election to replace the leaving board and continue the PAC. However, if the PAC cannot find a path to continuation, the PAC leadership must notify the Park Supervisor, the Department of Legislative and Community Affairs, and, if applicable, its fiscal agent. If the PAC has any remaining funds, the PAC should collaborate with the Park Supervisor to spend down the funds or work with its fiscal agent to freeze the funds until a new PAC is formed.

## Conclusion

We hope that you find these guidelines and additional information helpful to your formation of a Park Advisory Council. Recognized Park Advisory Councils with the Chicago Park District have several benefits, including:

1. Recognition as an organization that can effectively relate your community's goals and visions for its park to the Chicago Park District;
2. Updates on various park projects and programs;
3. Appropriate space (where/when available) for meetings of PACs at local parks; and,
4. A mailbox at the local park.

In addition to these benefits, you will surely find that being a member of a Park Advisory Council is a very rewarding and fulfilling experience. If you have any questions about the formation process, please contact your local Park Supervisor, Area Manager, or the Department of Legislative and Community Affairs at 312-742-2797.

Thank you and we look forward to working with you to continue to enhance your park.

# Appendix

## A. PAC Bylaws Template

### Park Advisory Council By-Laws [Template]

#### ARTICLE I - NAME

The name of the organization shall be “\_\_\_\_\_ Park Advisory Council” (PAC), hereinafter referred to as the PAC.

#### ARTICLE II - PURPOSE

The purpose of the PAC will be to promote ways for the community to better utilize the Chicago Park District’s programs and facilities at \_\_\_\_\_ Park;

To provide communication to the Park District on matters relating to \_\_\_\_\_ Park community and all patrons of \_\_\_\_\_ Park;

To increase community awareness by involving all segments of the \_\_\_\_\_ Park community and all patrons of \_\_\_\_\_ Park, in the planning and implementation of the PAC;

To provide the community with a vehicle through which information regarding \_\_\_\_\_ Park, can be shared; and

To assist in locating alternate funding sources to enhance the facilities at \_\_\_\_\_ Park for all patrons.

#### ARTICLE III – MEMBERSHIP

##### **Section 1: Restrictions**

The PAC will not discriminate because of race, color, religion, sex, gender identity, national origin, ancestry, age, marital status, physical or mental handicap, unfavorable discharge from military service, parental status or sexual orientation. Any resident of the City of Chicago shall be a voting member of the PAC.

## Section 2: Requirements

The PAC shall consist of at least three (3) members, including the elected officers as defined in Article IV. Every member must complete a membership application. Any member whose work involves contact with children or any finances must submit a volunteer application to the Chicago Park District and may be asked to submit to a criminal background check.

## Section 3: Member Removal

Any member may be removed as a member of the PAC by failing to remain in good standing and violating the Chicago Park District Park Advisory Council Code of Conduct, upon a written motion by any officer containing the reason for removal and approval by a majority vote of the members.

A member remains in good standing by

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## ARTICLE IV – OFFICERS

### Section 1: Officers

The officers of the PAC shall govern the PAC at all times and shall consist of:

The *President*: a voting member who shall prepare and agenda and preside over all PAC meetings, and shall perform such other duties as the PAC shall direct. The President can assign duties to other officers from time to time.

The *Vice-President*: a voting member who shall preside at the meetings in the absence of the President, and shall perform such other duties as the PAC, shall direct; if the president cannot complete their term for whatever reason, the Vice President is the successor to the President for the remainder of the past President's term.

And either,

The *Secretary*: a voting member who shall record minutes of all PAC meetings; shall keep a permanent file of all PAC records; shall keep an up-to-date roll of members; shall maintain a record of member attendance to PAC meetings; shall issue notices of all PAC meetings; and shall perform such other duties as the PAC shall direct. Copies of all are to be kept in the PAC binder kept at its respective park.



Or,

The *Treasurer*: a voting member shall have charge and custody of and be responsible for all funds of the PAC; receive receipts and give monies due and payable to the PAC from any source whatsoever, and deposit all such funds in the name of the PAC in such bank or other depository with the assistance of a fiscal agent. The Treasurer shall give financial statements at each meeting, and an itemized report once a year.

All officers shall complete and file a Registration Form with the Chicago Park District.

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

Officers are limited to one year term of office. Officers cannot hold more than one office at a time and can only serve as an officer on one PAC at a time.

## **Section 3: Elections**

Written notice of all elections shall be posted in the nearest fieldhouse. If there is no fieldhouse at the respective park, notice shall be posted at the nearest park and/or community facility 14-days days prior to the election.

Elections shall take place once each calendar year.

Officers shall be elected by majority of the votes cast. Ballots shall be counted and results shall be announced at the next PAC meeting. Any ties are to be resolved as follows: \_\_\_\_\_

At least one (1) representative of the Park District must be present at the election.

All ballots shall be placed in an envelope and presented to the Park District representative to be filed.

## **Section 4: Vacancies**

In the event of an officer vacancy,

After any vacancy has been filled a new Registration Form is to be completed and submitted to the Chicago Park District immediately.

## **ARTICLE V – PARLIAMENTARY AUTHORITY**

### **Section 1: Rules**

Robert's Rules of Order shall govern all meetings, except insofar as such rules are inconsistent with these bylaws.

### **Section 2: Quorum**

A quorum for the transaction of business at a PAC meeting shall consist of a majority of members.

### **Section 3: Voting**

Any resident member of the PAC is eligible to vote with the exception of Park District Employees who work at the same park in which they are a PAC member. Non-resident members of the PAC,

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It is expected that PAC members will excuse themselves from voting on issues where there is a conflict of interest such as where an issue would affect their personal or organizational interest.

There shall be no voting by proxy or absentee ballot.

### **Section 4: Meetings**

All meetings of the PAC shall be open to the public and proper notice must be posted at the park fieldhouse at least 14 days prior to the meeting date. If there is not a fieldhouse at the park, notice must be posted at the nearest park fieldhouse and at the location where the meeting is scheduled to be held. Meetings of the PAC may be canceled due to emergency conditions and notice of such must be posted immediately.

Emergency or Special meeting require a 48-hour notice. If a meeting is cancelled notice must be posted immediately and the Park Supervisor or Area Manager should be notified.

Virtual meetings, with a phone-in option, may be held in lieu of in-person meetings. The virtual meetings will begin at \_\_\_\_\_, unless a special time is set. The agenda of the meeting and the minutes of the prior meeting will be made available 3 days before the virtual meeting will take place.

Notice of a regularly scheduled meeting will be provided by posting notice in the field house and \_\_\_\_\_ parks 14 days prior the meeting. If the fieldhouse is closed for any reason, the notice will be provided by email to the Council's regular email list. Any notice of a virtual meeting will include instructions on how to join the meeting.

## **ARTICLE VI - COMMITTEES**

### **Section 1: Committee Composition**

The PAC may create committees deemed necessary and appropriate to fulfill the purpose of the PAC. Committees shall be composed of voting members with one member residing as Chair.

### **Section 2: Committee Chairs**

The PAC President shall appoint the committee members and the Chairman. Chairmen shall assure that all interested parties are given notice of meetings and assure that an accurate report of the proceedings is made at each PAC meeting.

## **ARTICLE VII – CONFLICT RESOLUTION**

The officers of the PAC have the responsibility of monitoring the actions and activities of their PAC as a whole. The PAC has the right to review the actions of an individual member, officer, or group of members or officers acting on behalf of the PAC. The PAC may consider removal of a member, officer, or group of members in accordance with the terms contained in these by-laws.

The President or Vice-president of the PAC should respond to any complaints in writing and file a copy of the response in the file kept at its respective park. Should the complainant be dissatisfied with the response, the complainant should have the right to appear before the PAC's general membership in order to be heard.

If the PAC is unable to successfully remedy a complaint or the complainant is dissatisfied with the response after being heard by the general membership the matter can be presented to the PAC Governance Committee for consideration. The decision of the PAC Governance Committee, in partnership with the Chicago Park District's Department of Legislative and Community Affairs, will be final and binding upon all the parties involved.

## **ARTICLE VIII - REGISTRATION**


The PAC acknowledges that each park shall have only one registered PAC, there shall be no joint PACs or combined representation unless approved by the Chicago Park District. The PAC will register with the Chicago Park District by completing and submitting to the Chicago Park District Department of Legislative and Community Affairs, a Registration Form, and the yearly PAC Report. Each elected officer will execute the Registration Form on behalf of the PAC and all members shall agree to abide by its terms.

## **ARTICLE IX – AMENDMENTS**

The PAC by-laws can be amended through a written request submitted by any member to the PAC's Secretary or in the absence of the Secretary, the PAC's President. Any such requests shall be voted upon at the next scheduled meeting of the PAC. Amendments become effective by a favorable 2/3 vote of the general PAC members and shall be attached to these by-laws. A copy of all amendments shall be provided to the Chicago Park District.

ADOPTED: (Month\_\_\_\_\_/Day\_\_\_\_\_/Year\_\_\_\_)

## B. Activity Request Form – Sample



**CHICAGO PARK DISTRICT**  
**Partnerships - Government & PACS**

Activity Request Form

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Date:

Organization Name:  Organization type:

Address:

Contact Name:  Contact Phone:

Contact E-mail:

Park:  Park Address:

Facilities to be used:

Rooms:  Athletic Fields:  Gymnasium:  Outdoor Space:

**Purpose:** (Please also include any other park resources requested)

Expected # of Participants:

Ages 0-5  Ages 6-12  Ages 13-17  Ages Adult  Ages Family

Start Date of Use:  End Date of Use:

Days of Week:

Sun Start <input type="text"/> End <input type="text"/>	Mon Start <input type="text"/> End <input type="text"/>	Tues Start <input type="text"/> End <input type="text"/>	Wed Start <input type="text"/> End <input type="text"/>
Thu Start <input type="text"/> End <input type="text"/>	Fri Start <input type="text"/> End <input type="text"/>	Sat Start <input type="text"/> End <input type="text"/>	

Total Hours of Use:

(Enclose detailed schedule if needed)

Will the event have more than 500 attendees?  
☐ Yes ☐ No ☐ Uncertain

Will there be live animals at the event?  
☐ Yes ☐ No ☐ Uncertain

Will there be alcohol at the event?  
☐ Yes ☐ No ☐ Uncertain

Do you plan to serve home cooked food at the event?  
☐ Yes ☐ No ☐ Uncertain

**CPD Total Rates** (to be completed by Park Supervisor)  
  
Hourly rate x Number of hours per day x Total number of days