

# CHICAGO PARK DISTRICT

## Park Advisory Council By-Laws

### 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, 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 \_\_\_\_\_

\_\_\_\_\_.

## **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.

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.

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 field house 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,

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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 field house 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 XX, 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 XX Field House and XX parks 14 days prior the meeting. If the Field House 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 PACGC 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\_\_\_\_\_)