
Darien Park District Board Policies- Updated 1/11/21

Darien Park District
7301 Fairview Avenue
Darien, IL 60561

1.1: Mission Statement and Philosophy

Mission Statement & Philosophy

Mission Statement:

The Mission Statement of the Darien Park District is: To provide the highest quality recreation programs, facilities, and parks, that meet the needs and enrich the lives of all Darien Park District residents.

Philosophy:

The Board of Commissioners recognizes the need to provide and maintain sufficient and attractive parks, adequate recreation facilities, and programs to serve equitably and without prejudice all the residents of the Darien Park District in the provision of leisure activities.

Every opportunity shall be afforded, within financial limits, to plan, procure, develop and maintain park and recreation resources and to provide leadership for the wholesome and constructive use of leisure time.

The provision of quality recreational services in the most efficient manner at the least possible cost and without significantly duplicating the efforts of other agencies will be emphasized at all times. This includes the cooperative agreements with other agencies directly and indirectly involved with leisure services in the District.

The provision of recreation services must be considered as positive opportunities for the residents of the Darien Park District to share with each other, to develop leadership capacities, to learn skills for present and future enjoyment and to emphasize responsibilities to each other as well as to the community.

1.2: Historical Overview

Historical Overview

In 1988, the recreation department moved into an old farmhouse at 7201 Cass Ave. An oversized garage on the property served as the District's first program facility. This allowed for an even more expanded offering of recreation programs.

The South Grove Park District petitioned to be annexed into the Darien Park District. A detention area in Farmingdale Ridge was acquired and developed as Ridgewood Park. The corner of 75th & Fairview was purchased and developed as Westwood Park. Also purchased was the Stanton property located between Plainfield & 75th St. This property is now the site of the Darien Sportsplex.

In 1993, the recreation staff moved to 133 Plainfield Rd. following the closing of Marion Hills School. This allowed for expansion of many existing programs but more importantly allowed for daytime programming. Today, this recreation center is bustling with preschool, senior activities, exercise classes and a myriad of recreational opportunities available to all.

Following the death of Ida Meyers, the park district acquired 10.2 acres to create Meyer Woods. This is the District's most passive park and a popular site for picnicking.

In 1996, the District entered into a partnership agreement with Sportsplex Management Group to build the Darien Sportsplex. This 130,000 square foot facility was originally built with two NHL sized ice arenas and two indoor soccer fields, as well as a pro shop, concession stand, and meeting space. In 1999, the District bought out the management group, and fully owned the building. In 2002, the District took over management of the facility and has turned the facility into one of the premiere facilities in the Western Suburbs.

In 1999, the park district dedicated Driftwood Park located in the Darien Club subdivision. This park though small, has a nautical theme play area and is very popular throughout the neighborhood.

In 2000, the park district purchased 10.5 acres from School District 66, expanding South Grove Park. This new acquisition currently features a playground; but future plans will include soccer fields.

In 2007, the Darien Park District made an agreement with School District 61 to purchase Fairview School. As part of the agreement, Marion Hills school was turned back over to the school district. In December 2007, the Park District began renovations to convert the former school into a community center. In September 2008, the Darien Park District Community Center was opened to the public. The facility includes multiple program rooms, preschool classrooms, and many more amenities. For the first time in the District's history, the facility also includes a fitness center, with memberships available.

In 2008, the District made renovations to the Darien Sportsplex. During renovations, one of the soccer fields was converted into an ice rink. The facility now is home to 3 full-size ice rinks and 1 indoor soccer field.

In 2017, the District purchased a facility from Dupage County on Nantucket Road to use for a new maintenance facility. The District purchased the garage building, and is able to use the County's office space at no charge. As part of the purchase agreement, many improvements were made to the facility by the County, to make it an upgraded space for the District's maintenance operations.

1.3: Purpose of Manual

Purpose of Manual

This Board policy manual is intended to describe the policies of the District as they apply to the Board of Park Commissioners. The Board of Park Commissioners has received and approved this manual and will periodically review, revise, amend and supplement the policies contained in this manual as it deems appropriate.

Introduction:

The Board of Commissioners recognizes the need for a document that contains the Board policies that shall govern the conduct of the Board in conjunction with any and all applicable laws, rules and regulations.

The Board of Commissioners recognizes that the Darien Park District is a municipal corporation created by state authority and authorized by referendum, for the purpose of acquiring, maintaining, and operating the parks and program activities therein.

The Board of Commissioners is the local legislative body by law entrusted and empowered to exercise all of the delegated authority it deems essential for the successful planning, operation, improvement of the parks and recreation programs within the District and establishing the policies of the District.

The role of the Board is not to become involved in the day to day management of the District facilities. Instead, the Board is entrusted to select competent staff to manage daily business and activities of the Park District in accordance with all laws, rules and regulations.

1.4: Parks & Facilities

Parks & Facilities

Following is a map and information on all Darien Park District parks and facilities.

Birchwood

Address: 7200 Bayberry Lane

Birchwood park is located south of 71st Street between Walden Lane and Emerson Drive in the Farmingdale subdivision. This park is home to a playground . The path that winds through the park along the detention pond makes this park an ideal place for a relaxing walk.

Acres: 8.72



Bowl

Address: 6850 Charleston Drive

The "Bowl", as it is commonly referred to is passive greenspace located at the southwest corner of Charleston Drive and Chestnut Lane.

Acres: 1.63



Chestnut

Address: 6700 Richmond Avenue

Chestnut Park located at 67th and Richmond Avenue consists of greenspace for passive recreation. The park was updated with native plantings in 2018.

Acres: 1.54



Darien Community

Address: 7100 Clarendon Hills Road

Darien Community Park, located at Plainfield and Clarendon Hills Roads is the second largest park maintained by the District. This park features 2 picnic pavilions, 4 tennis courts, 2 basketball courts, 2 sand volleyball courts, a soccer field, 2 playgrounds and restroom facilities.

Darien Community Park is also home to the VFW Memorial, paying tribute to all who have

served in the Armed Forces. The park was developed through a matching grant from the Illinois Department of Natural Resources.

Acres: 19.6



Driftwood

Address: Exner and Darien Club Drive

Located on Darien Club Drive and Exner Road in the Darien Club subdivision, Driftwood Park is a small neighborhood park featuring a playground.

Acres: .4



Hinsbrook

Address: Beechnut & Hinsbrook Drive

Hinsbrook Park is located at Hinsbrook Avenue and Beechnut Lane in the Hinsbrook subdivision adjacent to the privately owned Darien Swim Club. The park's amenities include 2 baseball diamonds, and a playground.

Acres: 6.63



Holly

Address: 1700 71st Street

Holly Park is located north of 71st St. between Exner Road and Wilcox Avenue. This park open space and a playground.

Acres: 4.08



Lindenwood

Address: 7901 Cass Avenue

Lindenwood Park is home to a baseball backstop, basketball courts, and a playground. The park is located east of Cass Avenue and south of 79th Street. The parking lot is located on 79th St.

Acres: 6.7



Meyer Woods

Address: 2500 Oldfield Road

Meyer Woods is a serene park located on Oldfield Road across from the Tara Hill subdivision. Nestled in an oak grove, this park is the site of a barn built in 1913. Meyer Woods also has a playground and pavilion suitable for family or company picnics.

Acres: 8.83



Nantucket

Address: Frontage Rd & Nantucket Drive

Nantucket is north of Frontage Road and east of Nantucket Drive. This is open space (not used for any planned activities), which is leased from Dupage County at no cost.

Acres: 4.3

Pinewood

Address: 700 Portsmouth Drive

Pinewood Park is located north of Portsmouth Drive, west of Arrow Lane. This neighborhood park in the Farmingdale Terrace subdivision features a playground, basketball court and baseball backstop.

Acres: 5.68



Ridgewood

Address: 7761 Wakefield Drive

Ridgewood Park located at the corner of Green Valley Road and Lyman Avenue in the Farmingdale Ridge subdivision. This neighborhood park features a playground.

Acres: 5.73

Smart Oaks

Address: 1500 North Frontage Road

Smart Oaks Park is located off Bailey and the Frontage roads. Smart Oaks was named after the Smart family, one of the earliest settlers in the area.

This park features 2 tennis courts, 2 sand volleyball courts and a soccer field.

Acres: 6.52

South Grove #1

Address: 3201 Drover Lane

South Grove Park is the largest park maintained by the Darien Park District. Located south of Drover Lane, north of Beller Road and west of Parkview Drive in the South Grove subdivision, this neighborhood park is comprised primarily of water detention areas.

Acres: 21.25



South Grove #2

Address: 8470 Beller Drive

Southgrove Park #2 was purchased from School District #66 in 2000, with help from an OSLAD grant. The site has a playground, with . the remainder of the site undeveloped.

Acres: 9.97



Westwood

Address: 1900 75th Street

Westwood Park is located at 75th and Fairview Avenue. This site features 2 baseball diamonds, 4 sand volleyball courts and a soccer field.

Acres: 17.92



Facilities:

Darien Park District Community Center

Address: 7301 Fairview Avenue

Acres: 9.3



Darien Park District Maintenance Facility (Old)

Address: 802 Plainfield Road

Acres: 2.09



Darien Park District Maintenance Facility (New)

Address: 9S271 Nantucket Drive

Picture to come

Darien Sportsplex

Address: 451 Plainfield Road

Acres: 11.19



1.5: Agency Finances

Agency Finances

General:

The Board shall exercise prudent financial judgment and practices so that the District remains financially sound. The Board shall review and approve the proposed annual budget for the District. The Board also shall regularly review reports regarding the District's financial status.

Fiscal Year:

The District's fiscal year begins on May 1 and ends on April 30.

Annual Budget and Appropriations Ordinance:

The Board shall review and approve an annual budget after presentation by staff. The Executive Director will be responsible for overseeing budget preparation. The Board will review budget drafts, and approve a final Budget & Appropriations Ordinance by May of each year.

Annual Tax Levy:

The Board shall approve a tax levy ordinance annual in accordance with the schedule and procedures established by law. The District must file an annual tax levy in order to receive money from real estate taxes. The Levy Ordinance is adopted and filed annually in December, and the majority of taxes are collected between June and October of the following year. The amount of taxes collected depends on The District's equalized assessed valuation (EAV) and the District's tax rate. The District is subject to the 1991 Tax Cap. This tax cap means that each year, the District is limited to a 5% growth rate in taxes or the consumer price index (CPI), whichever is less, plus new growth for all operating funds. The District also receives money for bond payments, which is subject to the District's debt service extension base, which is approximately \$1,000,000 per year.

Annual Audit:

The Board shall direct staff to have an annual audit conducted by an independent audit firm, as required by Park District code.

Financial Overview:

In order for the Board to act in the best interests of the community, it is important to understand the basic elements of the Darien Park District finances.

The Park District operates on a Fund Accounting system. Funds are a group of assets

set aside for specific purposes. The Darien Park District has two types of funds: Governmental and Enterprise. The following are Governmental Funds: Corporate, Recreation, Audit, Liability Insurance, Handicapped, and Capital. Governmental funds are established to cover individual functions financed by tax receipts. The Sportsplex Fund is an Enterprise fund. Enterprise funds are not financed by tax receipts. The following is a brief description of each fund type:

1. Corporate Fund: The Corporate fund is mainly supported by tax dollars. Revenue in this fund can be used for all corporate purposes.
2. Recreation Fund: This fund is supported by tax dollars and recreation program revenue. All expenses in this fund are associated with programming and our recreation center.
3. Audit Fund: This fund is solely supported by tax dollars, and used for the District's annual audit.
4. Liability Insurance: This fund is solely supported by tax dollars, and used to pay for the District's liability insurance and for risk management issues.
5. Handicapped Fund: This fund is solely supported by tax dollars, and used to pay the District's portion to SEASPAR, which provides recreation for handicapped individuals. It is also used for ADA improvements throughout the District.
6. Capital Projects: Capital projects can be spent from the fund balance of this fund. Income into this fund is generated 2 ways: interest income, and reserves transfers from other funds.
7. G/O Bond Fund: This fund is for spending the capital proceeds from a General Obligation fund, as well as paying debt from bonds issued previously. Interest income is usually small, as funds are received and spent within the same year.
8. Sportsplex Fund: This fund is for all activity at Sportsplex. Operating expenses at Sportsplex, including debt, are funded by facility revenues only. Occasionally, the District will loan money from the corporate fund (if available) for capital projects, which is repaid on a pre-determined schedule.

Bonds Information:

General Obligation Bonds:

General Obligation bonds are fully supported tax bonds. These are the most common type of long-term financing for a park district. The debt on these bonds is paid from a property tax levy applied against the total EAV of the district. The district is subject to a debt service extension limit, which is the total amount of debt that can be levied

for taxes each year to pay for General Obligation bonds. The district's limit is approximately \$1,000,000 per year.

Revenue Bonds:

The Darien Sportsplex is financed by Revenue Bonds. Revenue bonds are payable solely from the revenue derived from the operation of the facility.

These bonds are abated annually, so that tax dollars are not collected to pay the debt.

1.6: Interfund Loan Policy

Interfund Loans

Sometimes it may be necessary to make loans between various Darien Park District funds. All loans must adhere to the State of Illinois Park District Code. All interfund loans will be approved by the Park District Board at a Board Meeting.

The Darien Park District Board agrees that when an interfund loan is necessary, the following steps will be taken.

- I. If funds are available in the Corporate Fund, the Board will approve a loan from the Corporate Fund to the other fund. The Board has determined that this makes the most financial sense due to the elimination of any processing or loan fees. Staff will determine an appropriate repayment schedule, which the Board will also approve.
2. If funds are not available in the Corporate Fund, staff will work with local banks to determine the best possible interest rate and payment schedule for the District.

1.7: Naming of Parks, Recreation Areas & Facilities

Naming of Parks, Recreation Areas & Facilities

The Board of Commissioners recognizes the need to properly identify all park and/or recreation areas within the jurisdiction of the District. The naming of all such park or recreation areas shall be a function of the Board.

Designation of such names shall be based upon geographical, historical or ecological relationships indigenous or of significance to the region.

In cases where individuals have provided exceptional contributions and/or service to the District, the Board may, at its discretion, officially name a facility or area within a park, or the park itself, after an individual or group of people. All maps, plats, and other official records and instruments of the District shall reflect the Board's action.

2.1: Darien Park District Profile

Darien Park District Profile

Park District Status

The Darien Park District was incorporated in 1974. It is a local government entity completely separate from any other governmental authority. The Park District has the power to levy taxes within its prescribed limits and possesses all of the powers of a public corporation and/or a public body. The Board of Park Commissioners ("Park Board") is the legal governing authority through which the business of the District is conducted. Once the Park Board Meeting has adjourned, all Board Members return to their roles as citizens and taxpayers. It is only the Park Board, acting at a legally constituted meeting, which has the authority to establish or change policy, sign agreements or award contracts. The Park Board has appointed a professional Executive Director to manage the operation of the District on a daily basis and individual Commissioners should avoid becoming involved in the day-to-day business of the Park District.

Number of Commissioners: The Board shall be comprised of five (5) publicly elected officials.

Term Length: Commissioners shall be elected to serve a term of four (4) years.

Eligibility for Office: Candidates for the office of Darien Park District Commissioner shall meet all statutory eligibility requirements of the office as described in the Illinois Park District Code section 70 ILCS 1205/2-11 and as amended by Public Act 096-458 and shall comply with all nomination, candidacy and election requirements as established by Illinois election law.

Compensation: Park Commissioners are elected by residents of the District. Commissioners do not receive any compensation.

2.2: Powers of the Board

Powers of the Board

The Board of Commissioners recognizes its duty to formulate and approve the policy program for the operation, control, improvement and planning of the park and recreation facilities and activities within the District.

In the discharge of their duties, Park Board members act as a Board and not as individuals. The individual commissioner has no more authority over park and recreation policies or park and recreation personnel than any other citizen. He/she has no legal or moral right to speak for the Park Board, unless specifically authorized to do so by action of the Board. Specifically included in the above duties are the following:

- A. To select an Executive Director as the Board's chief administrative officer and professional advisor and properly delegate to him/her the authority and responsibility to execute its policies, enforce its rules and regulations and administer the parks and recreation facilities, programs and services of the District.
- B. To provide for the levy of taxes within statutory limits in order that funds may be available for the maintenance, improvement, and operation and the recreation facilities, programs and services of the District.
- C. To adopt a park and recreation budget to the end that the best possible facilities, programs and services, within the limits of fiscal responsibility, may be provided to the people of the District.
- D. To adopt a comprehensive set of Board policies to govern the operation of the District. These policies shall be amended and revised as appropriate.

2.3: Board Responsibilities

Board Responsibilities

The Park District Board concerns itself primarily with questions of policy rather than with administrative matters. The District's Executive Director is charged with the administrative responsibility to implement the Board's policies.

- The Board shall enact and maintain appropriate policies, rules and regulations related to the operations of the District and the District's facilities, and the Board shall see that such policies, rules and regulations are administered effectively.
- The Board shall select a properly educated and trained professional to serve as the Executive Director, the chief administrative officer of the District.
- Board members should respect the Board's commitment to implement its policies through the Executive Director and to rely on the Executive Director to handle the administrative functions of the District.
- Board members should request desired information from the Executive Director rather than directly from other employees of the District.
- Board members should also refer inquiries, information, complaints, and other communications made to them by residents about District matters to the Executive Director.
- No Board member shall inhibit, obstruct, or otherwise interfere with any District employee in the performance of his or her assigned duties. All inquiries relating to a District employee should be directed only to the Executive Director.
- The Board shall establish an effective working relationship with the Executive Director and provide timely and effective feedback on performance.
- The Board shall provide strategic leadership in decisions affecting the District.

2.4: Board Member Duties

Board Member Duties

TITLE: Board Member of Darien Park District

REPORTS TO: Fellow board members and constituents

PURPOSE: To serve the board as a voting member; to develop governance policies, long-range plans, procedures and regulations for the operations of the agency; to monitor finances of the agency, its programs and performance; to protect the assets of the agency; to ensure the effective stewardship and management of the agency's human, physical and financial resources.

TERM: Four Years

EXPECTED MEETING ATTENDANCE:

- Regular attendance at all board meetings is required
- Shared responsibility for effective board leadership (participate in meetings and share opinions)
- Attend committee meetings as required and/or needed
- Attend board development activities and training
- Attend and participate in special events and agency functions as needed

BOARD OBLIGATIONS:

- Establish policy based on sound research, data and staff recommendations
- Review, amend and adopt policies so that the organization can run efficiently, effectively, legally and ethically
- Hire, terminate, supervise and evaluate the executive director
- Interpret the agency's mission, values and vision to the public
- Set a strategic direction that adopts goals relating to the mission of the organization
- Ensure the allocation of adequate funds for operations and programming to continue
- Monitor operational and capital finances
- Act as a resource, as a sounding board and as the eyes and ears for the citizens of the community, making sure that the agency is meeting their needs
- Develop, maintain and update long-range plans
- Adopt a Code of Ethics

SPECIFIC DUTIES:

- The Board functions under the authority of the Illinois Park District Code, 70 ILCS 1205/1-1 et seq. and within the framework of applicable State of Illinois and federal laws.
- Board members, collectively and individually, act as representatives of the residents of the District in promoting the District's parks, other facilities, and programs. Through careful evaluation of needs, resources, and other factors, the Board makes decisions that it determines best serve the community as a whole. Support ordinances, laws and policies for the benefit of the District.
- The Board shall approve contracts, leases, annexations, partnerships and sponsorships that will enhance and further the mission of the District.
- The Board shall approve annual budget that supports parks and facilities in accordance with the District's strategy to meet the recreational needs of the community.
- The Board shall approve the naming of parks, facilities and recreation areas with an emphasis on geographical, historical, economical or ecological relationships indigenous to or significant to the community.
- The Board shall conduct an evaluation of the Executive Director's performance on a regular basis.
- Only the President, the Executive Director, and other individuals as designated by the Board are authorized to represent the District as a whole in communications with the media.
- The Board shall develop a culture that promotes positive relations among Board members and between Board and staff.
- The Board shall support employee innovation, participation and agility.
- The Board shall develop open and on-going communication with the Executive Director.
- The Board concerns itself primarily with questions of policy rather than with administrative matters. The District's Executive Director is charged with the administrative responsibility to implement the Board's policies.
- The Board shall enact and maintain appropriate policies, rules, and regulations related to the operations of the District and the District's

facilities, and the Board shall see that such policies, rules, and regulations are administered effectively.

- The Board shall select a properly educated and trained professional to serve as Executive Director, the chief administrative officer of the District.
- Board members should respect the Board's commitment to implement its policies through the Executive Director and to rely on the Executive Director to handle the administrative functions of the District. Board members should request desired information from the Executive Director rather than directly from other employees of the District. Board members also should refer inquiries, information, complains, and other communications made to them by residents about District matters to the Executive Director. Board members also should support the actions of the Executive Director when those actions have been directed, ratified, or otherwise supported by the Board.
- Employees' Performance of Duties. No Board member shall inhibit, obstruct, or otherwise interfere with any District employee in the performance of his or her assigned duties. All inquiries relating to a District employee should be directed only to the Executive Director.
- The Board shall establish an effective working relationship with the Executive Director and provide timely and effective feedback on performance.
- The Board shall encourage ethical behavior of Board members and Executive Director.
- The Board shall provide strategic leadership in decisions affecting the District, including acquisitions, intergovernmental relationships, partnerships, etc.

2.5: Code of Conduct

Code of Conduct- Adopted August 8, 2005 and as amended from time to time

The Darien Park District Board recognizes the need for decision-making and public responsiveness, which requires a commitment to ethical, business-like and lawful conduct including proper use of authority and appropriate decorum when acting as a board member. Accordingly, each board member will:

1. When outside of board meetings, avoid making individual pronouncements and public conjectures about agency matters not yet decided by the board.
2. Represent all the people of the community while avoiding partisanship based on special interests.
3. Engage in no self-dealing or the conduct of any private business of personal services between any board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
4. Recuse him- or herself from discussing or voting on an issue about which he or she has an unavoidable conflict of interest.
5. Not promise in advance of a meeting how he or she will vote on any issue, reserving judgment until all facts have been presented.
6. Not use his or her position to obtain employment for him- or herself, for family members or close associates. (Should a member desire employment, he or she must first resign.)
7. Make decisions involving the welfare of the agency based on study and evidence, recognizing that personal feelings, opinions and other such factors are not conducive to sound decision-making; and understand that respecting the opinions of fellow board members is vital.
8. Accept the principle of the board unity by supporting majority decisions of the board.
9. Respect the Board's commitment to work with the Executive Director by:

- a. Requesting desired information about the agency's programs directly from him or her
- b. Referring to his or her suggestions for new policies
- c. Seeking his or her professional advice
- d. Refraining from acting on any complaint until after the executive has had an opportunity to fully investigate and report to the board
- e. Wholeheartedly supporting board-approved actions of the executive and his or her staff.
- f. Recognize that the individual board member has no more authority over agency policies or operations and shall speak or act for the board only when specifically authorized to do so by action of the board.
- g. Understand and respect the separation of the board responsibilities and functions from those of the executive staff. The board's responsibility is to ensure that the agency is well managed-not to manage the agency.
- h. Avoid "secret" sessions of the board.
- i. Respect the confidentiality appropriate to issues of a sensitive nature.
- j. Commit to regular attendance at board meetings and be properly prepared for board deliberations.
- k. Understand and follow all provisions of the Illinois Open Meetings Act, as well as any other applicable statutes that govern the conduct of elected officials.
- l. Evaluate the Executive Director at least annually.
- m. Participate in board development activities.
- n. It is recommended that Board Members develop productive relationships with other elected officials at the state, local, and national levels.
- o. Be available and responsive to residents by interpreting the needs of citizens to the agency and by interpreting the actions of the agency to citizens without favor of any particular geographic area or interest group.
- p. Keep the best interests of the agency in mind by considering him or herself a "trustee" of the agency and doing his or her best to ensure that it is well maintained, financially secure, growing and always operating in the best interests of those the agency serves.

q. Respect, listen and communicate at board meetings with fellow board members and the Executive Director.

r. Make a committed effort to be well informed about issues and trends that could affect the agency.

2.6: Board By-Laws

Board By-Laws

The Board of Commissioners recognizes the need to establish the basic responsibilities, rules and guidelines for its members in order that they shall most efficiently and properly function as a governing board.

MEMBERSHIP:

Number of Commissioners

The Board shall be comprised of five (5) publicly elected officials.

1. Term Length

Commissioners shall be elected to serve for a term of four (4) years. Commissioners shall be elected biennially to take the place of those whose terms expire in accordance with the general election law of the state. Commissioners shall serve until their successors are duly elected and qualified.

2. Eligibility for Office

Candidates for the office of Darien Park District Commissioner shall meet all statutory eligibility requirements of the office as described in the Illinois Park District Code section 70 ILCS 1205/2-11 and as amended by Public Act 096-458, and shall comply with all nomination, candidacy and election requirements as established by Illinois election law.

3. Regular Board Meetings

The regular meetings of the Board will be held on the 2nd Monday of each month. Normally, the Board meets in the Council Chambers at Darien City Hall, 1702 Plainfield Road, Darien, but also may meet at the Community Center. Meetings commence at 7:00p.m. Should the 2nd Monday fall on a holiday (*on which the park district is closed) or should it prove impractical for the Board to meet on the designated Monday, the Board shall determine and declare another date and/or location when such meeting shall be held, consistent with the requirements of the

Illinois Open Meetings Act and any other applicable laws. Any Emergency Meeting or Committee Meetings may occur as needed and notice of said meetings will be consistent with the requirements of the Illinois Open Meetings Act and any other applicable laws.

The public is invited and encouraged to attend the meetings and to take an active part in the process. If attending the meetings is not possible, Darien cable television subscribers can tune in to the live cablecast of Park District meetings (if available) or the video replay (if available) of the meeting or in accordance with any and all Park District policies related to any situation involving Epidemic/Pandemic Remote Attendance.

The Executive Director will be present at all meetings of the Board except when the Executive Director is excused by the presiding officer.

All Board meetings are open to the public except during closed sessions, consistent with the requirements of the Illinois Open Meetings Act. Any Board action will be conducted in open session.

Once approved, Board meeting minutes will be available for review on the Park District's website.

In general, Robert Rules of Order shall govern all deliberation of the Board of commissioners and the order and protocol of all meetings in conjunction with the Illinois Open Meetings Act.

The Attached Visitor Guidelines have been adopted by this Board and will be enforced at any and all Board Meetings.

4. Fiscal Year and Annual Meeting

The fiscal year of the District will commence on the first day of May, and end on the last day of April of the following year. The Annual Meeting of the Board will normally be held on the 2nd Monday in May.

5. Special Meetings

Special Meetings of the Board may be called by the President of his/her own motion or on request of two or more Board members. In the case of a special meeting, the Executive Director shall cause a written or verbal notice to be given to each member of the Board at least 48 hours before the time set for the meeting. Notice shall also be given to local newspapers, who have requested such, according to the guidelines of the Illinois Open Meetings Act.

6. Quorum

A majority of the duly elected and qualified commissioners shall constitute a quorum for

the transaction of business. However, if no quorum is present, the commissioners present may adjourn the meeting from time to time until a quorum is obtained.

7. Agenda Development

The agenda for any regular board meetings or committee meetings will be set on the Wednesday morning prior to the Monday scheduled meeting generally, but not later than 48 hours prior to any such meeting. Any Commissioner wishing to add items for discussion to the agenda are requested to do so by the end of business day on the Tuesday before the meeting. Requests should be made in writing to the Executive Director or Assistant Director.

These requests can be emailed to the Executive Director.

Sample Agenda Format (may be changed as appropriate)

1. Call to order & roll call of board of commissioners
2. Public questions, comments or announcement from guests
3. Approval of minutes
4. Communications
5. Present & Approve warrants (may be moved to consent agenda)
6. Report of Officers
 - President
 - Vice President
 - Secretary
 - Treasurer
7. Attorney's Report
8. Staff Reports
 - Executive Director
 - Asst. Director
 - Superintendent of Finance
 - Superintendent of Parks
 - Sportsplex General Manager
 - Director of Parks & Facilities
9. Unfinished Business
10. Public questions or comments from guests (for consent agenda)
11. Consent Agenda
12. New Business
13. Closed Session (when warranted)
14. Action on Closed Session Items (when warranted)
15. Adjourn Regular Meeting

8. Closed Session

The Board may call closed sessions at such times as may be required for private discussion of matters as provided under the Open Meetings Act. Unless in an emergency situation, the reason for Closed Session shall be listed on the agenda.

9. Board Voting

A voice vote will be recorded upon the passage of all ordinances and upon the proposition to a) create any legal liability; b) for the expenditure or appropriation of money; and c) at the request of any commissioner. The results of all votes will be recorded in the meeting minutes. The act of a majority of commissioners present at the meeting at which a quorum is present will constitute an act of the Board. However, if statute should set different requirements on the voting of any matter, the vote required by the statute will prevail. A commissioner may abstain from voting if there is a conflict of interest on an issue.

10. Consent Agenda

The Park Board meeting agenda will include a Consent Agenda. This agenda consists of action items that, in the opinion of the President and Executive Director will be acceptable to all members of the Board. The purpose of this agenda is to save time by allowing one roll call vote for all items instead of separate votes on each item. Generally, items on the Consent Agenda have been discussed at Committee of the Whole meetings or are routine matters. The procedure followed by the Park Board in its use of the Consent Agenda is as follows:

- a. Prior to publishing the meeting agenda, the Executive Director will confer with the President regarding what items may be included on the Consent Agenda using the criteria mentioned above.
- b. Items included on the Consent Agenda are to be listed individually on the meeting agenda.
- c. When the Consent agenda portion of the meeting is reached, residents will be invited to address the Park Board concerning any Consent Agenda items listed.
- d. Any Commissioner wishing to discuss or question an item on the Consent Agenda may request that the item be removed and placed on the agenda under New Business.
- e. At the time of Roll Call, a Commissioner may vote either "aye" or "nay".
- f. One Roll Call vote is taken which covers all items on the consent Agenda.

11. Records, Minutes Ordinances

All ordinances, resolutions and other proceedings of the Board will be in writing and kept in a regular book or records open to public inspection at all reasonable and proper times as prescribed by law. Committee meeting minutes will be approved at the regular monthly board meeting.

12. Postponement of Action

Action on any new matter of business may be postponed until the next regular or special meeting, although any Board member may request that such business be recognized as an emergency and acted upon immediately.

13. Suspension of Rules

To suspend a rule or to change the order of business, a majority vote of the members of the Board present at that meeting shall be required.

14. Compensation

No Board member shall receive any compensation for work done or monthly Board meetings attended as an elected commissioner. Board members officially authorized to represent the District at civic functions, and local, state and national park & recreation conferences may, in accordance with park district policies, receive reimbursement for their expenses.

15. Election of Officers

The officers of the Board of Commissioners shall be President, Vice President, Secretary and Treasurer. All officers shall be elected by the Commissioners at the annual meeting and at such other times as a vacancy occurs. Each of said officers shall hold office until the next annual meeting or until a successor is chosen and has qualified. Vacancies may be declared and filled by appointment at any regular or special meeting of the Board and in case of the temporary absence or inability of any officer to act as such, the Board may fill any such office pro-temp.

President

The Board President shall:

- Serve as chief executive officer of the Board.
- Preside at all meetings of the Board of Commissioners except committee meetings where the appointed chair will preside. The President is considered to be a member of the full Board and therefore, able to vote on all matters.
- Call special Board meetings in accordance with the Illinois Open Meetings Act.
- Establish an effective working relationship with the Executive Director.
- Actively communicate with the Executive Director about special issues and problems affecting the District.
- Effectively communicate with Board Commissioners to insure all members are kept abreast of important issues affecting the District.
- Be available to review Board meeting agenda with the Executive Director.
- Schedule the annual performance evaluation of the Executive Director.
- Serve on committees, commissions, or boards representing the District.
- Serve as the primary spokesperson for the Board.
- Represent the Board at community and District events.
- Appoint the members and chairpersons of the standing and ad-hoc committees as needed, subject to Board approval.

- Appoint Board representatives to outside organizations, subject to Board approval.
- Sign authorized contracts and all such other documents and papers that by law require a signature.
- Be elected by the Board and serve a term for one (1) year or until a successor is elected.
- Appoint a Secretary pro tempore of the Board to serve in the absence of the Secretary.
- Oversee compliance with Board policies and verify that orders of the Board are faithfully executed.

Vice-President

The Board Vice-President shall:

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

Secretary

The Administrative office of the District shall serve as the official custodian of the minutes and official records. The Secretary shall sign, along with the President, all official documents of the Board; and shall have the power to administer oaths and affirmations. The Secretary shall perform such other duties as directed by the Board from time to time.

Treasurer

The Treasurer shall report to the Board monthly on the treasurer's report, as provided by the Superintendent of Finance.

16. Commissioners will serve on committees, commissions, or Boards representing the District as needed and as set forth herein.

Committee of the Whole

The Committee of the Whole shall meet on the 4th Monday of some months (as determined by the Board) at Darien Park District Community Center, 7301 Fairview Avenue, Darien, commencing at 7:00p.m. The Committee is comprised of all Board members, The Executive Director, and any staff deemed necessary by the Director. The meetings are designed to be working sessions wherein the board can share ideas or concerns, discuss district goals and objectives, and direct staff to prepare documentation to be presented at the monthly Board meeting for action. The Board may also direct the Executive Director to compile a Consent Agenda for the upcoming board meeting.

Establishing Special Committees

In addition to the Committee of the Whole and as set forth above, the President may appoint, as needed, certain special committees, with a specific purpose.

Committees may be appointed by the Board President appointed at the beginning of each fiscal year or any time throughout the year deemed appropriate by the Board. Interim committees may be appointed by the Board President to cover issues arising that warrant committee action, and are terminated upon the completion and action upon that specific issue. The Board President and the Executive Director shall oversee any and all such committees. Committee meetings are informal and intended to assist in making recommendations to the Board.

Committees are established by the Board President. Board members will be expected to devote sufficient time to Committees as is necessary in order to assist in accomplishing the overall goals and business of the District in an appropriate manner and on an appropriate schedule.

Unless otherwise instructed, a special committee shall be considered dissolved after its final report is submitted to the Board for action.

17. Vacancies Declared

Vacancies shall be filled in the manner set forth in the Illinois Park District Code, 70 ILCS 1205-2-18, et seq and any other applicable laws

3.1: Attendance Ordinance

Attendance Ordinance

The members of the Board are elected to serve and represent the public, and an integral part of such service is attendance at the regular, special and committee meetings of the Board. The failure of a park commissioner to attend the meetings of the Board deprives the electorate of the District of its full representation.

The Attendance Ordinance states that the failure of any member of the Board to be present in person at twenty five percent (25%) or more duly called Regular or Committee Meetings of the Board within any consecutive twelve (12) month period shall be cause for a meeting for the purpose of conducting a hearing to consider whether the office of Park Commissioner shall be declared vacant.

The Executive Director will, if requested by any board member, at the District's annual meeting, provide the board with an attendance record of each board member for the previous 12 months. At this time, it will then be determined if any board member has failed to be present at 25% or more meetings.

3.2: **Electronic Meeting Attendance**

Electronic Meeting Attendance

Darien Park District Resolution 2006-07-07, is a resolution which prohibits remote participation at board of commissioner meetings or committee meetings. This will remain in effect unless repealed by a new resolution of the Board.

Epidemic/Pandemic Remote Attendance

On 11/9/20, the Board passed Darien Park District Resolution 2020-21-06, which is a resolution which allows for remote attendance in the event of a bona fide disaster or commissioner quarantine due to COVID-19 or other epidemic or pandemic situation. This will remain in effect unless repealed by a new resolution of the Board.

3.3 Conflict of Interest

Conflict of Interest

No Board member shall have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by the Park District Code, and other applicable law.

Board Members must annually file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act. Each member is responsible for filing the statement with the Dupage County Clerk by May 1st.

The Darien Park District Board members must adhere to the highest ethical standards of conduct. Board members are expected to devote their best efforts to the interests of the Darien Park District. Business dealings that appear to create a conflict between the interests of the Darien Park District and a Board member must be appropriately disclosed and addressed. Any such disclosed potential conflicts will be evaluated by the Board in order to determine whether an actual conflict of interest exists.

A potential or actual conflict of interest occurs whenever a Board Member is in a position to influence a decision that may result in a personal gain for the Board member or an immediate family member (*i.e.*, spouse, civil union partner or significant other, children, parents, siblings) as a result of the Darien Park District's business dealings, including but not limited to financial gain to the Board Member directly or through a business endeavor that may benefit the Board Member (or family member's) business entity.

If any Commissioner feels they may have any potential conflict of interest, that Commissioner must address the matter first with the Board President. In any case, full disclosure must be made to the Board and the Board President will determine if consultation with legal counsel is necessary to address the matter. Any Board Member who believes a conflict of interest exists with another Board Member may address this at any time by notifying the Board President. The Board President must address conflicts with the entire Board and legal counsel in order to determine whether an actual conflict exists, possible ramifications and/or solutions.

3.4 Board Ethics and Gift Ban

Board Ethics and Gift Ban

All Board Members shall comply with the requirements of the District's Ethics Ordinance (Ordinance No. 2004-05-04) governing gifts and political activity, adopted May 18, 2004.

Board members of the Darien Park District are expected to be of high moral and ethical character and work together as a team to serve the community by delivering park and recreation opportunities. In the discharge of their duties, Board member act collectively as a Board and not as individuals. Board members shall abide by State laws related to conflicts of interest, financial or otherwise.

In accordance with this policy, Board members will educate themselves about and comply with all applicable federal, state and local laws, regulations, and ordinances governing the conduct of the Park District's elected officials. These include but are not limited to: The Public Officials Prohibited Activities Act, the Government Ethics Act, State Officials & Employee Ethics Act (and any related Park District ordinances), Official Misconduct, Bid Rigging Act, and the Illinois Human Rights Act.

In addition, on a yearly basis, Board members must file a statement of Economic Interest with the County Clerk.

3.5: Board Member Benefits

Commissioner Benefits

Compensation: Board members shall act as such without compensation (Code, Section 4-1)

Conferences, Seminars, Workshops & Outings: Opportunities to attend and participate in professional conferences, conventions, workshops, and seminars shall be provided at the District's expense subject to budgetary constraints. Reimbursable expenses shall include registration fees, transportation, lodging, meals and other legitimate expenses actually incurred by a Commissioner in order to attend such events.

In the event a Commissioner is unable to attend an event for which the District has paid a fee, every effort will be made by that Commissioner to notify the Director with as much notice as possible in order that a replacement can be found or refund coordinated.

Professional Associations: The District shall establish membership in, and pay dues for, Board members to any professional association approved by the Board.

District Programs and Facilities: Participation by Park District Board members is encouraged. Such participation provides input to the staff through evaluation of the services offered and enables the Board members to familiarize themselves with the facilities and programs available in response to public questions and comments, as well as to carry out their responsibilities to supervise the operation and maintenance of District properties and facilities. These benefits apply to each Board Member, their spouse, and dependent children living at the member's home. Board members may also use this policy for grandchildren in order to gain feedback on programs.

This policy is not to be abused in any matter whatsoever. Should the Board or Executive Director become aware that a Board member has abused the policy through excessive use of programming at a discounted rate, the Board may discontinue any and all such privileges. The Board reserves the right to terminate any such discounts for participation in programming at any time and without any notice to Board members and/or their families.

- A. Community Center room rentals will be allowed at 50% of the resident fees.
- B. Pavilion rentals will be allowed at 50% of the resident fees. Alcohol insurance (if desired) is not subject to the

discount.

- C. For contractual programs, the board member will be responsible for paying the contractual charge only.
- D. For non contractual programs, the board member will be responsible for paying 50% of the resident fees. Supplies, transportation, and ticket fees will not be waived.
- E. All Leagues are excluded from this policy (Sportsplex & DPD).
- F. Sportsplex:
 - 1. Public Skate passes will be provided at no cost to Board members for their own personal use.
 - 2. Figure Skating Contract Ice is excluded from this policy (no discounts).
 - 3. Discounts (50%) will be allowed for Little Hawks – Learn to Skate. No other figure skating or hockey programs will be allowed.
 - 4. USA Hockey insurance is excluded from this policy.
 - 5. All other rentals at Sportsplex are excluded from this policy.
- G. Fitness center membership will be waived for board member only. Spouse, civil union partner and immediate family members may join at 50% of resident rate.
- H. Preschool and Summer Camp programs are excluded from this policy.

3.6: Nepotism Policy

Nepotism Policy

Members of a Board Member's immediate family will not be considered for employment at the Darien Park District during their term of office. For the purpose of this policy, immediate family includes: spouse, civil union partner, parent, child, sibling, in law, aunt, uncle, niece, nephew, grandparent, grandchild, and members of household.

3.7: E-Mail Policy

Email Policy

All Darien Park District Board Members are responsible for using the electronic mail (E-mail) system properly and in accordance with this policy. Any questions about this policy should be addressed to the Executive Director.

All Commissioners are required to access the Darien Park District Commissioner email account provided to you by the Park District for Park District business matters. This shall include communications with the public. The E-mail system is the property of the Darien Park District. It has been provided by the Park District for use in conducting Park District business. All communications and information transmitted by, received from, or stored in this system are Darien Park District records and property of the Darien Park District. The E-mail system is to be used for Darien Park District purposes only. Use of the E-mail system for personal purposes is prohibited.

Board Members have no right of personal privacy in any matter stored in, created, received, or sent over the Darien Park District E-mail system.

The Darien Park District, in its discretion as owner of the E-mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the E-mail system, for *any* reason and without the permission of any Board Member.

Even if Board Members use a password to access the E-mail system, the confidentiality of any message stored in, created, received, or sent from the Darien Park District E-mail system still cannot be assured. Use of passwords or other security measures does not in any way diminish the Darien Park District's rights to access materials on its system, or create any privacy rights of Board Members in the messages and files on the system.

Any password used by Board Members must be revealed to the Darien Park District as E-mail files may need to be accessed by the Darien Park District in a Board Member's absence and/or in response to a request pursuant to the Freedom of Information Act ("FOIA"), subject to any possible FOIA exemptions.

Board Members should be aware that deletion of any E-mail messages or files will not truly eliminate the messages from the system. All E-mail messages are stored on a central back-up system in the normal course of data management.

Even though the Darien Park District has the right to retrieve and read any E-mail

messages, those messages should still be treated as confidential by other Board Members and accessed only by the intended recipient. Board Members are not authorized to retrieve or read any E-mail messages that are not sent to them. Any exception to this policy must receive the prior approval of the Executive Director.

The Darien Park District's policies against sexual or other harassment apply fully to the E-mail system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no E-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

The E-mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.

The E-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from the Executive Director. Board Members, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information.

Users should routinely delete outdated or otherwise unnecessary E-mails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

Board Members are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write E-mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on Darien Park District letterhead.

Any Board Member who discovers misuse of the E-mail system should immediately contact the Executive Director.

No violation of the Open Meetings Act can occur when an electronic communication occurs between less than a majority of a quorum (2 Board members). However, to avoid any potential violation of the Open Meetings Act, Board Members should not "Reply All" to any emails, and should communicate via the Executive Director whenever possible.

As with any policy, the Darien Park District reserves the right to modify this policy at any time, with or without notice.

3.8: Non-Discrimination and Anti-Harassment Policy

Introduction

The Darien Park District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Darien Park District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer, and vendor of the Darien Park District as well as anyone using the Park District's facilities, to refrain from sexual and other harassment. The Darien Park District will not tolerate sexual or any other type of harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's sex, race, national origin, age, religion, sexual orientation, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, sexual orientation, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the Darien Park District prohibit disparate treatment on the basis of sex, sexual orientation, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement

and further these policies, not to form the basis of an exception to them.

Definitions of Harassment

1. **Sexual harassment** may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:
 - a. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
 - b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
 - c. The harassment has the purpose or effect of interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

2. **Harassment on the basis of any other protected characteristic** is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, age, national origin, disability or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an

individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related social events.

Note

Any employee engaging in practices or conduct constituting sexual harassment, discrimination or harassment of any kind shall be subject to disciplinary action, up to and including discharge.

Retaliation Is Prohibited

The Darien Park District prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination or harassment. Retaliation against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination, or for filing a charge of discrimination or harassment is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Reporting Procedure

The Darien Park District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. Therefore, while no fixed reporting period has been established, the Darien Park District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

If you experience or witness harassment or discrimination of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to the offending person, your immediate supervisor, your department head, and/or the Executive Director. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint.

- **Direct Communication with Offender:** If there is harassing or discriminatory behavior in the workplace, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed employee, you should clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.
- **Report to Supervisory and Administrative Personnel:** At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor, department head or the Executive Director. If you feel uncomfortable doing so, or if your immediate supervisor and/or department head is the source of the problem, condones the problem or ignores the problem, report directly to the Executive Director. If the Executive Director is the source of the problem, condones the problem, or ignores the problem, you should contact the President of the Board of Park Commissioners.
- **Report to Director/President of the Board of Park Commissioners:** An employee may also report incidents of harassment or discrimination directly to the Executive Director. The Executive Director or his designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If your complaint alleges harassment by the Executive Director, or if the Executive Director condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board of Park Commissioners. An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment

conduct the investigation.

Harassment Allegations Against Non-Employees/Third Parties

If you make a complaint alleging harassment or discrimination against an agent, vendor, supplier, contractor, volunteer or person using Darien Park District programs or facilities, the Executive Director will investigate the incident(s) and determine the appropriate action, if any. The Darien Park District will make reasonable effort to protect you from further contact with such persons. Please recognize, however, that the Darien Park District has limited control over the actions of non-employees.

Important Notice To All Employees

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action.

Responsibility of Supervisors and Witnesses

Any supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee should immediately advise the Executive Director who will investigate the conduct and resolve the matter as soon as possible.

All employees are encouraged to report incidents of harassment, regardless of who the offender may be or whether or not you are the intended victim.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The Darien Park District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. *However, it is impossible to guarantee absolute confidentiality.* The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The Darien Park District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination.

Responsive Action

The Darien Park District will determine what constitutes harassment, discrimination or retaliation based on a review of the facts and circumstances of each situation. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as the Darien Park District believes appropriate under the circumstances.

False and Frivolous Complaints

Given the possibility of serious consequences for an individual accused of sexual harassment, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including dismissal.

While we hope to be able to resolve any complaints of harassment within the Darien Park District, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois

60601, about filing a formal complaint, and, if it determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, you may file a complaint directly with the HRC between the 365th and the 395th day.

Board Members shall be required to attend Harassment Training on an annual basis, administered by legal counsel and pursuant to the requirements of the Illinois Department of Human Rights.

3.9: Open Meetings Act

Open Meetings Act

All meetings of the Board are subject to the rules and regulations provided in the Illinois Open Meetings Act, as amended, and shall be scheduled, conducted and recorded accordingly.

Sec. 1.02. For the purposes of this Act:

"Meeting" means 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 or, for a 5-member public body, a quorum of the members of a public body held for the purpose of discussing public business.

Accordingly, for a 5-member public body, 3 members of the body constitute a quorum and the affirmative vote of 3 members is necessary to adopt any motion, resolution, or ordinance, unless a greater number is otherwise required.

The Board notes that the Open Meetings Act may be amended from time to time.

It is important to note that a violation may occur by electronic means and each Commissioner must take all precautions to understand the requirements and implications of the Illinois Open Meetings Act.

5 ILCS 120/ et., seq.

3.10: Freedom of Information Act

Freedom of Information Act

The Darien Park District board will fully comply with the provisions of the Illinois Freedom of Information Act, 5 ILCS 140/, et. seq.

Each Commissioner must complete FOIA training at least one time during his or her office through the Illinois Attorney General and pursuant to the attached document.

3.11: Emergency Action in Place of a Policy

Emergency Action in Place of a Policy

The Board of Commissioners recognizes the need to allow the Executive Director to act in emergency situations in the absence of a policy.

The Executive Director is authorized to act in emergency situations, as he/she interprets them, within the District whenever the Board has not provided a policy to guide administrative procedure and action, and circumstances preclude obtaining a consensus from the Board prior to needed action.

In those instances where the Executive Director must take action, those actions will be reported to the Board at the next regular meeting together with a recommendation on the wording of a policy statement that will cover future situations.

3.12: Prevailing Wage

Prevailing Wage

Prevailing Wage Act:

As of 1/1/19, the District no longer needs to pass an annual Ordinance regarding the Prevailing Wage Act, but must still comply with the Illinois Prevailing Wage Act. The Prevailing Wage Act requires that all laborers, workers and mechanics employed by or on behalf of a district engaged in construction of public works must not be paid less than the general prevailing rate of hourly wages for work of a similar character on public works in the locality in which the work is performed. Contractors must comply with all sections of the act, including providing certified payrolls through the Illinois Department of Labor.