

**Official Park Advisory Council By-Laws**  
**2008 Draft**

**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 and/or Chicago Park District Projects;

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.

**Section 2: Requirements**

The PAC shall consist of at least four (4) members, including the four (4) elected officers as defined in Article IV. Each member must complete a Volunteer Application, be a resident of the City of Chicago, abide by the terms of the by-laws, Code of Conduct and Registration Agreement and have an interest in, or use of \_\_\_\_\_ park, such as; (a) he/she must be currently registered in a park program, and/or (b) have a child currently registered in a park program, and/or (c) participate in a league or organization that uses the facilities at the park, and/or (c) live within a \_\_\_\_\_ mile radius of the park. A person who refuses to consent or fails the Chicago Park District background check will not be allowed to become a member of the PAC.

The Park Supervisor and or Area Manager serve as an ex officio member with limited voting privileges as indicated in Article IV.

Any member who is also an employee of the Chicago Park District or is an officer of another community organization must disclose this to the PAC immediately.

**Section 3: Member Removal**

Any member that fails to abide by any of the requirements of Section 2 may be removed as a member of the PAC upon a written motion by any officer containing the reason for removal and approval by a majority vote of the members. However, failure to pass or refusal to consent to the background check is grounds for immediate removal and does not require a member vote.

## ARTICLE IV – OFFICERS

### **Section 1: Officers**

The officers of the PAC shall be:

The *President*: a voting member who shall preside at all PAC meetings, and shall perform such other duties as the PAC shall direct.

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 Agreement with the Chicago Park District in order to become officially recognized.

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

Officers are limited to a maximum of a two-year term. 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 \_\_\_\_\_ Park 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 as determined by the Chicago Park District.

Officers shall be elected by majority of the votes cast. Ballots shall be counted and results shall be announced at the next PAC meeting. If no candidate receives a majority, there shall be a run-off election between the two (2) candidates receiving the highest number of votes. Said run-off shall be held immediately following the announcement of the election results. In the event of a tie in said run-off, the park supervisor or area manager of the respective park shall make the deciding vote.

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 placed in a file.

**Section 4: Vacancies**

A vacancy occurs when an Officer submits a letter of resignation to the PAC, fails to meet the requirements contained in Section 2, fails to attend 3 consecutive PAC meetings where proper notice was given, or is deceased. At the next meeting after the vacancy occurs, the seat is declared vacant and shall be filled according to the following procedure:

President’s vacancy shall be filled by the Vice-president until the next scheduled election date.

Vice-President, Treasurer and Secretary vacancies shall be filled by an existing member of the PAC as appointed by the President and approved by the general membership by majority vote until the next scheduled election date.

After any vacancy has been filled a new Registration Agreement 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. If a quorum is not achieved at a meeting of the PAC, the Officers may only take action subject to approval of the PAC at the next regularly scheduled meeting.

**Section 3: Voting**

Any 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.

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.

The Park Supervisor or Area Manager of the respective park may only vote in the event of a tie in a run-off election.

**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. The Secretary shall prepare an agenda for each meeting of the PAC in consultation with the President and record minutes in writing without use of recording devices. Meetings of the PAC may be canceled due to emergency conditions upon consent of the Park Supervisor or Area Manager and by posting notice.

Regularly scheduled meetings shall take place on a weekday between 6:00 pm and 8:00 pm or Saturdays between 9:00 am and 12:00 pm.

**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 Complaint Review Committee (CRC) for consideration. The decision of the CRC 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. 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 Agreement. Each elected officer will execute the Registration Agreement 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 \_\_\_\_\_)