

**WESTCHESTER PARK DISTRICT
CITIZEN ADVISORY BOARD
BY-LAWS**

- I. Introduction
- II. Purpose
 - a. Mission
 - b. Objectives
- III. Member Composition
 - a. Member Criteria
 - b. Terms
 - c. Officers
 - d. Vacancies
 - e. Removal and Resignations
 - f. Park Representation
- IV. Meetings
 - a. Location
 - b. Frequency
 - c. Agendas
 - d. Minutes
 - e. Public Participation
- V. Standing Subcommittees
 - a. Youth Athletics
 - b. Programming & Services
 - c. Senior Programming & Services
 - d. Marketing
 - e. Community Relations
 - f. New Subcommittees
- VI. Reporting
- VII. Amendment of bylaws

I. Introduction

Name

The official name of this advisory board shall be the Citizen Advisory Board (CAB).

Location

The CAB's principal office shall be located at the main offices of the Westchester Park District (Park District), 10201 Bond Street, Westchester, Illinois 60154.

II. Purpose

Mission

The mission of the Westchester Park District CAB is to bring together a group of citizens representing the diversity of the community to work with the Park District to ensure that the Park District delivers the quality and scope of services needed by the residents of the community.

Objectives

- a) To give citizens an additional opportunity to express opinions and ideas, obtain information and recommend to the Board of Commissioners constructive actions, changes and improvements, which concerns the citizens of the Westchester Park District.
- b) To review existing programs, facilities, and activities sponsored by or supported by the Westchester Park District.
- c) To actively aid in the communication concerning any project between the park district and its residents.
- d) To provide independent citizen advice to the Board of Park Commissioners on issues related to the development of facilities, programs and maintenance programs of the Westchester Park District.
- e) To handle specific projects assigned by the Board of Park Commissioners for investigation study and reporting.
- f) To assist in the implementation of the goals and objectives of the Park District's strategic plan.

The CAB is an advisory body of the Park District. Its role is solely to provide recommendation

and suggestions to the Park District, and it has no authority or power to bind or direct the Park District in any way. The Park District shall not provide any funding for or to the CAB. The CAB shall not be permitted to raise or hold funds without the prior express written consent of the Park District's Board of Park Commissioners. The Park District shall not hold any funds for or on behalf of the CAB. Membership on the CAB is strictly voluntary, and the Park District accepts no responsibility for the actions of the CAB, its officers or members. The Park District shall retain the right to terminate or dissolve the CAB at any time in its sole discretion upon a majority vote of its Board of Park Commissioners.

III. Member Composition

a. Member Criteria

The CAB shall consist of not more than seven residents of the Park District who have a sincere interest in serving the Park District and its community, and who have sufficient time to review pertinent materials and attend meetings. The Park District shall strive to achieve a membership composition that reflects the diversified ages and ethnicities present in the community of Westchester. All members of the CAB shall be residents of the Westchester Park District. Members shall not be employees of the Westchester Park District, or officer of any community organization. Nor shall they hold an elective office on other government bodies or entities in Westchester.

b. Terms of Office

Each member will serve a two-year term. Terms shall be staggered, with three members serving a one year term the initial year the CAB is formed.

Prospective members of the CAB may be nominated by anyone, including the candidate themselves. All candidates shall be reviewed by the Board of Commissioners of the Westchester Park District ("Park Board") who shall make the initial appointment of the members to the CAB. After the initial appointments by the Park Board, the CAB shall receive and review all candidates to fill vacancies on the CAB and shall make recommendations to the Park Board for their appointment.

c. Officers

CAB members shall elect a President, Vice-President and Secretary on an annual basis at the first meeting of the fiscal year, which begins October 1st of each year. All CAB members may nominate anyone currently serving on the CAB, including

themselves, for any of the offices. A simple majority of votes of those CAB members present shall decide the officers who shall serve for a period of one year and until their successors are elected the following October at the beginning of the next fiscal year.

President. Shall preside at all meetings, cast the deciding vote on any membership votes resulting in a tie and represent the CAB before the Board of Park Commissioners. The President shall conduct all meetings of the CAB in accordance with "Roberts Rules of Order" to the extent they are applicable and not inconsistent with these By-Laws or any other special rules the CAB or the Park Board shall adopt.

Vice President. Shall perform all duties in the absence of the President.

Secretary. Shall keep and record all minutes of the CAB. The Secretary shall present copies of the minutes to the Park District representative for filing. The Secretary shall perform all duties in the absence of the President and Vice President.

d. Vacancies

The CAB will be responsible for reviewing and recommending to the Park Board all replacements to the CAB with a majority approval of a quorum of the CAB.

e. Removal & Resignation

A CAB member may be removed by the remaining members of the CAB for "just cause" if:

- i. A CAB member misses three consecutive scheduled meetings.
- ii. A CAB member is acting in a manner that would subvert the purpose, core duties and responsibilities of the CAB.
- iii. A CAB member no longer lives within the boundaries of the Park District

Removal of a CAB member requires a two-thirds (2/3) vote of the CAB members and must be done by a roll call vote at a CAB meeting. A CAB member may voluntarily resign at anytime.

f. Park Representation

The Executive Director shall appoint a Park District staff member to act as a liaison to the CAB. The Park District staff liaison shall attend all CAB and shall be a non-voting member of the CAB. From time to time and at the direction of the President of the Park Board, a Park District commissioner may be assigned to represent the Park Board at CAB meetings.

IV. Meetings

a. Location

Meetings shall be held at dates and times convenient to CAB members. All meetings shall be held at the Westchester Community Center, 10201 Bond Street, Westchester, Illinois unless otherwise noted. Meetings shall be held in accordance with the Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*) (OMA). The Park District will provide OMA training to all CAB members.

b. Frequency

The CAB shall meet a minimum of four times per year or more frequently as needed as determined by the CAB and its committees.

c. Agendas

The President of the CAB shall be responsible for the development of the meeting agendas. Any two CAB members may ask the President to place a specific item on the agenda. All agendas shall be posted in accordance with the **OMA**.

d. Minutes

The Secretary of the CAB shall be the official keeper of the minutes and shall present copies of the minutes to all CAB members for approval at the following meeting. The Secretary shall provide a copy of the minutes to the Park District to post on the Park District's website and bulletin board in accordance with the **OMA**.

e. Public Participation

The agenda for each CAB meeting shall include a section dedicated to public participation in an effort to maximize public input.

V. Standing Committees

The CAB shall have five standing committees: Youth Athletics, Programming and Services, Senior Programming and Services, Marketing, and Community Relations. A CAB member shall be assigned as a chairperson for each of these committees. The purpose these committees is to create better relationships and services to the citizens of the Park District. These committees shall formulate focus groups which include the leadership of all organizations that work with and use the facilities of the Park District.

a. Youth Athletics Committee

Since all youth athletics serves the same children of our community, it's important that they work together with each other and the Park district in a cohesive manner. This committee shall consist of a CAB member, a Park District staff member, and a representative from every organization affiliated or associated with the Park District.

b. Programming & Services

This committee shall evaluate and provide input to the Park District on services currently being provided, and on services desired by the community but not currently offered. This committee shall consist of a CAB member, a Park District staff member, and citizens who are actively involved in Park District activities.

c. Senior Programming & Services

This committee shall evaluate and provide input to the Park District on services currently being provided to the senior members of the community, and on services desired but not currently offered. This group shall consist of a CAB member, a Park District staff member, and citizens who are interested in exploring new ideas and enhancing activities offered to senior members of the community by the Park District.

d. Marketing

The marketing committee shall recruit members from the community that have knowledge of marketing. The committee shall make recommendations to the Park District regarding marketing strategies designed to better inform the residents of the Park District's programs, facilities and services. This committee shall consist of a CAB member, a Park District staff member, and citizens who are interested in exploring new ideas and enhancing marketing strategies to be utilized by the Park District.

e. Community Relations

The community relations committee shall recruit members from different Westchester organizations to work together to strengthen relationships and work together for the betterment of the community. This committee shall consist of a CAB member, a Park District staff member, and representatives of different organizations who desire to enter into partnerships with the Park District to better enhance cooperation between the Park District and other community organizations.

f. New subcommittees

From time to time ideas and projects come to the Park Board that require public input. These *ad hoc* committees will be created, when necessary, at the direction of the Park Board.

VI. Reporting

The CAB shall provide the Park Board and Park District staff with reports of their findings and recommendations to be implemented.

VII. Amendment to By-Laws

Recommendations for amendments to these By-Laws may be made at any time upon a two-thirds (2/3) vote of the CAB. Proposals for amendments must be distributed to

every CAB member at a meeting a minimum of one (1) month prior to the meeting in which the proposed amendments will be voted on. Recommendations for amendments the By-Laws receiving at least 2/3 of the vote of CAB shall be submitted to the Park Board for final approval.