

PALMER SQUARE



PAC

## **Palmer Square Park Advisory Council By-Laws**

### **ARTICLE I - NAME**

The name of the organization shall be “Palmer Square 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 Palmer Square Park;

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

To increase community awareness by involving all segments of the Palmer Square Park community and all patrons of Palmer Square Park, in the planning and implementation of the PAC and/or Chicago Park District Projects;

To advise the Park District and seek input from the Palmer Square Park community as to appropriate guidelines for the use of the Park for private and/or public gatherings and events;

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

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

## **ARTICLE III – MEMBERSHIP**

### **Section 1: Restrictions**

The PAC will not discriminate because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, unfavorable discharge from military service, parental status or sexual orientation. Any resident of the City of Chicago can be a voting member of the PAC provided that they meet the requirements of Section 4 below.

### **Section 2: Requirements**

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

### **Section 3: Member Removal**

A PAC member may be removed for failing to remain in good standing upon a written motion by any officer containing the reason for removal and approval by a majority vote of the voting members.

### **Section 4: Voting Membership**

Voting Members of the Council shall be those who, in addition to meeting the qualifications of Sections 2 and 3 of this Article shall:

1. have attended two (2) Council meetings in the twelve (12) month period prior to and including the date upon which the vote is to be taken; or

2. have been elected to serve as an Officer on the Board of Directors.

## **ARTICLE IV –BOARD OF DIRECTORS**

### **Section 1: Composition**

The Board of Directors shall be composed of the officers designated in Section 3 of this of this Article plus up to four (4) at-large Board Members elected by the Voting Members.

### **Section 2: Duties and Powers**

1. The executive power of the Council shall be vested in the Board of Directors.
  
2. The Board of Directors shall:
  - a. Take actions necessitated by deadlines or other emergency conditions between meetings of the Council;
  - b. Take action at meetings of the Council when a quorum cannot be established; and
  - c. Designate the places of meetings of the Council.

### **Section 3: Officers**

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

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

The *Vice-President*: a voting member who shall preside at the meetings in the absence of the President, and shall perform such other duties as the PAC directs. If the president cannot complete his or her 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.

The *Treasurer*: a voting member who 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.

*At Large Board Members*: up to four voting members may be elected to serve as At Large Board Members. Such members shall participate in meetings of the Board of Directors, vote on matters submitted to the Board of Directors, and take such other actions as determined and assigned by the President.

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

#### **Section 4: Term of Office**

A term of office for an Officer shall be one year. Officers cannot hold more than one office at a time and can only serve as an officer on one PAC at a time.

#### **Section 5: Elections**

Written notice of all elections shall be posted at least 14 days prior to the election (1) at a conspicuous location in Palmer Square Park; (2) on the Council's web page: [www.palmersquareparkcouncil.org](http://www.palmersquareparkcouncil.org) , and (3)

shall be sent by electronic mail to all members who have submitted current e-mail addresses to the Council Secretary.

Elections shall take place once each calendar year on a date to be determined by the Board of Directors.

Officers shall be elected by majority of the votes cast by Voting Members. If no candidate receives a majority of votes cast there shall be a run-off election between the two candidates receiving the most votes. The run-off election shall be held immediately following the initial vote. In the event of a tie in the run-off election, the winner shall be selected by a majority vote of the Board of Directors.

Ballots shall be counted in view of the Council and results shall be announced at the meeting.

At least one (1) representative of the Park District must be present at the election. All ballots shall be placed in an envelope and presented to the Park District representative to be filed.

Proxy or absentee voting shall not be permitted.

## **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 four (4) Voting Members. Three (3) members of the Board of Directors shall constitute a quorum for Board meetings.

### **Section 3: Voting**

Any voting member of the PAC is eligible to vote with the exception of Park District Employees who work at the same park in he or she is 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 the member’s personal or organizational interest.

There shall be no voting by proxy or absentee ballot.

Between scheduled Council meetings, actions by the Board of Directors authorized pursuant to Article IV, Section 2 may be taken by a majority vote of the entire Board obtained telephonically or by electronic mail.

### **Section 4: Meetings**

All meetings of the PAC shall be open to the public and proper notice must be posted at least 14 days in advance of the meeting: (1) in a conspicuous location in Palmer Square Park; (2) on the Council’s web page: [www.palmersquareparkcouncil.org](http://www.palmersquareparkcouncil.org); (3) by electronic mail to all members who have current e-mail addresses on file with the Council Secretary

Meetings of the PAC may be canceled due to emergency conditions and notice of such must be posted as soon as practicable.

Emergency or Special meetings require 48 hours notice. If a meeting is cancelled notice must be posted as soon as practicable and the Park Supervisor or Area Manager should be notified.

## **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, with the advice and counsel of the Board of Directors, 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 maintain a copy of the response. 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 Form. Each elected officer will execute the Registration Form on behalf of the PAC and all members shall agree to abide by its terms.

**ARTICLE IX – AMENDMENTS**

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

ADOPTED:

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