

Revised 11/30/2023

**CITY OF OTTAWA PLAYGROUND AND RECREATION BOARD**  
**BY-LAWS**

*Items in italics indicate revisions from last approved by-laws*

**Article 1 - STATEMENTS OF PURPOSE**

Section 1: Mission Statement

The Ottawa Playground and Recreation Board promotes a variety of quality leisure activities for all the residents of the City of Ottawa. It implements programs and develops park facilities in the direct interest of the City's residents while promoting the quality of life for all the City's constituents.

Section 2: Vision Statement

The Ottawa Playground and Recreation Board shall implement its programs and develop its park facilities in the direct interest of its residents in accordance with the Playground and Recreation Board's comprehensive plan and shall play a leadership role in promoting the quality of life for all the City's constituents.

**Article II - MEMBERSHIP**

Section 1: Number of Members

There shall be nine members of the Ottawa Playground and Recreation Board. This number may be reduced or enlarged at the discretion of the City Council.

Section 2: Appointment

Members shall be appointed by the Mayor with the advice of the playground and recreation board and advice and consent of the City Council. Members serve at the discretion of the Council and may be removed by the Council at any time.

Section 3: Term

Members shall serve 5-year terms of office. If a member resigns or is replaced before his/her term expires, then a new member shall be appointed to serve the remainder of the term. There shall be no limit on the number of terms a member may serve.

Section 4: Residency

Members must be residents living within the corporate limits of the City of Ottawa. A member who moves outside the City limits must promptly notify the Mayor of the fact of his/her non-residency and must promptly resign his/her membership on the Board.

Section 5: Attendance

Attendance at Board meetings is mandatory. A Board member who misses five consecutive meetings or eight meetings within a calendar year may be deemed to have resigned his/her position on the Board and may be replaced by the Mayor and City Council. If a member does not fulfill the requirements, the Board may, upon majority vote, recommend to the Mayor the replacement of that member. The Secretary shall present a yearly attendance report at the December Board meeting.

Section 6: Orientation Manual

The Board shall develop an orientation *materials* that shall be provided to each new member of the Board. The manual should cover such topics as the organization of the Board, its duties and procedures, the annual budget process and an explanation of the monthly financial report, *by-laws and the monthly meeting schedule*.

**Section 7: Conflict of Interest**

***Board members will be required to fill out a conflict of interest form annually indicating any possible***

*conflict of interest.*

### **ARTICLE III - OFFICERS**

#### Section 1: Officers

There shall be three officers of the Playground and Recreation Board: Chair, Vice-Chair, and Financial Officer. The Chair shall conduct the meetings and have general oversight over the actions of the Board. The Vice-Chair shall conduct the meetings when the Chair is unable to attend and shall have such other duties as the Board may designate. The Financial Officer shall review all financial data presented to the Board and answer any questions the Board may have regarding that data. The Financial Officer shall be the chair of the Finance Subcommittee.

#### Section 2: Elections

The officers shall be elected to 2-year terms of office. The first election shall be held at the meeting succeeding the meeting at which these by-laws are adopted. The officers shall serve until the beginning of the succeeding fiscal year and for two years thereafter. Each election thereafter shall be held in the month preceding the beginning of the fiscal year for the City and the officers shall begin their terms in the month during which the new fiscal year begins (*May*). (For example, if the by-laws are adopted any time before April 2002, then the officers shall serve until April 2003. Thereafter, elections would be held every 2 years in April and officeholders would take office in May.)

#### Section 3: Term Limits

No individual member of the Board may serve as Chair or Vice-Chair longer than two consecutive terms. After so serving, the individual member may be elected to the office not previously held for two years.

#### Section 4: Mid-Term Vacancies

If the Chair, for any reason, leaves the Board during his/her term as Chair, the Vice-Chair shall be elevated to Chair to serve until the beginning of the next fiscal year. In the month preceding such beginning of the fiscal year, a new Chair shall be elected. At the time the Vice-Chair is elevated to Chair, the Board shall elect a new Vice-Chair to serve until new officers are elected. If the Vice-Chair or Financial Officer leaves the Board for any reason during his/her term, the Board shall elect a new Vice-Chair or Financial Officer to serve the remainder of the term. Finishing a term does not count as a term regarding term limits in section 3.

#### Section 5: Nominations

Nominations for officers shall be taken from the floor during the month of *April* preceding the beginning of a new fiscal year in *May*.

#### Section 6: Secretary

The Director of City Recreation shall act as the Secretary of the Playground and Recreation Board. He/She shall maintain the minutes of both regular and closed sessions and any such other records as may be necessary to the orderly administration of the Board's business. He/She shall notify the members of all meetings and shall send with the notice of meeting, a copy of the proposed minutes and a proposed agenda.

### **ARTICLE IV - DIRECTOR OF RECREATION**

#### Section 1: Appointment

The Director of City Recreation shall be appointed by the Playground and Recreation Board.

#### Section 2: Term

The Director shall serve at the discretion of the Board. His/her performance shall be reviewed annually in *March*.

#### Section 3: Salary

The Director's salary shall be set by the Board. It shall be included in the Board's budget.

#### Section 4: Job Description

The Board shall adopt a job description for the Director of City Recreation. Said job description shall be

reviewed and/or updated periodically.

Section 5: Spending Limits

The Director and/or the Playground and Recreation Board Chair shall be permitted to spend up to \$2,000 for non-budgeted items without prior Playground and Recreation Board approval, provided that, *at the time, the director notifies the Board President of the expenditure and that* documentation for the spending is presented at the next regular Board meeting.

**ARTICLE V - MEETINGS**

Section 1: Time

The Playground and Recreation Board shall meet on the second Thursday of each month at 6:00pm in the Recreation Office at City Hall. In case of a conflict or other circumstance, the meeting time or place for an individual meeting may be changed by the Chair or by majority vote of the Board in accordance with the Open Meetings Act. All board members must be notified of any change in meeting time or place.

Section 2: Open Meetings

Meetings of the Board shall be open to the public except in such instance as the Board may discuss topics which are properly the subject of a closed session pursuant to the Open Meetings Act. In such case, the Board shall follow the dictates of the Open Meetings Act as it applies to closed sessions.

Section 3: Open Forum

Open forum is designed to provide any citizen with the opportunity to address the Ottawa Parks and Recreation Board briefly on any recreational concerns of the City of Ottawa. Advance notice to the president of the board is appreciated but not necessary. The time allocated to each topic shall not exceed (10) ten minutes.

Section 4: Quorum

A majority of the members of the Board shall constitute a quorum.

Section 5: Order of Business

The order of business at the Board's meeting shall be as follows:

- Call to order
- Recognition of Guests
- Approval of the Minutes
- Acceptance of the Parks and Recreation Financial Report
- Report of the Commissioner of Public Property
- Report of the Director
- Old Business
- Long-Range Planning
- Committee Reports (By-laws, Financial, Parks, Programs)
- New Business
- Adjournment

This order may be adjusted at the discretion of the Playground and Recreation Board Chair.

Section 6: Robert's Rules of Order

Meetings shall be conducted consistent with Robert's Rules of Order.

**ARTICLE VI - SUBCOMMITTEES**

Section 1: Subcommittees Created

There shall exist such subcommittees of the Playground and Recreation Board as the Board shall deem necessary and beneficial to the administration of its business. At a minimum, the following subcommittees shall exist and shall carry out the following duties:

Program Advisory                      Responsible for reviewing and oversight of all programs of the Recreation

	Board. Recommending rule changes and field maintenance issues as needed.
League/Organization	Responsible for communication with and overview of any organization using city facilities or supported by the Recreation Board.
Finance	Responsible for setting up budget and reviewing salaries and other costs on an annual basis.
By-Laws	Responsible for reviewing by-laws on an annual basis and recommending changes if necessary. <b><i>Responsible for reviewing board member conflict of interest forms annually.</i></b>
Parks/Playground	Responsible for development of parks and playgrounds and oversight of safety of playgrounds.

#### Section 2: Membership

Each subcommittee shall consist of at least one member of the Board who is appointed to the subcommittee by the Chair or the Board. The Chair of the Playground and Recreation Board shall be an ex-officio member of all subcommittees. The Recreation Director shall be an ex-officio member of the Finance Subcommittee.

#### Section 3: Appointment

The Chair shall make committee appointments in the month following his/her election as Chair. The appointments shall be for two years.

#### Section 4: Meetings

Subcommittees shall meet at such times and places as are convenient for the members. Meetings shall be held in accordance with the Open Meetings Act. Recommendations for action from the subcommittees must be approved by the Playground and Recreation board at an official meeting.

### **ARTICLE VII – BUDGET and BOARD SPENDING AUTHORITY AND LIMITS.**

#### Section 1: Fiscal Year

The Board's fiscal year shall coincide with the City's fiscal year (*May*).

#### Section 2: Adopting the Budget

The Finance Subcommittee shall report to the Board with a proposed budget in January every year. The Board shall adopt its final budget in February.

#### Section 3: Language regarding the rights and limits of the spending authority of the Playground and Recreation Board.

#### **INFORMAL BIDS**

*For purchases and contracts in excess of \$10,000 and up to \$20,000, an attempt shall be made to obtain three or more quotes by telephone, e-mail, fax or in writing. The order shall be awarded to the lowest responsible bidder.*

#### **FORMAL BIDS**

*Purchases and contracts in excess of \$20,000 and up to \$30,000, shall be made in accordance with the State of Illinois Purchasing Act.*

*Purchases and contracts in excess of \$30,000 shall be made in accordance with the State of Illinois Purchasing Act and with concurrence of the City Council.*

## **ARTICLE VIII - EMPLOYEES**

### Section 1: Number

The Board shall employ such number of employees as may be recommended by the Director and approved by the Board.

### Section 2: Residency

All employees must comply with the City of Ottawa's residency requirement.

### Section 3: Employees under Age 16

All employees under age 16 must have a valid work permit to begin, and to continue, their employment.

### Section 4: Pay Periods

All employees shall be paid in a manner consistent with the City's general payroll. The pay periods shall be of the same duration as those for the majority of City employees. The Director of City Recreation shall submit such documents as may be required by the City to properly process the payroll of the Recreation programs.

### Section 5: Discrimination

The Board shall not discriminate against anyone on the basis of race, color, religion, ethnicity, national origin, sex, or sexual orientation.

### Section 6: Harassment

The Board will not tolerate harassment of its employees upon any basis, including race, color, religion, ethnicity, national origin, sex, or sexual orientation.

## **ARTICLE IX - AMENDMENTS**

### Section 1: Amendments in Writing

All proposed amendments to the by-laws must be made in writing.

### Section 2: Voting

The Board shall not vote upon any proposed amendment to the by-laws at the same meeting at which the proposed amendment is presented. The Board shall vote on the proposed amendment at the meeting immediately succeeding the meeting at which the proposed amendment is presented.

### Section 3: Super-Majority Vote

No amendment to these by-laws shall be adopted except by 2/3-majority vote of the members of the Board.

### Section 4: Copy of By-Laws

The Board shall provide a copy of these by-laws to the City Clerk upon the adoption of the by-laws. The Clerk shall be kept apprised of changes and new copies shall be provided to the Clerk as are needed to maintain current and accurate copy of the by-laws in the possession of the City Clerk.

### Section 5: Adoption

These by-laws shall be adopted only upon 2/3-majority vote of the members of the Board. The by-laws shall be adopted, or not adopted, as a whole, and no vote on individual sections may be undertaken. (Note: This article was included to apply to the original adoption of the by-laws. It does not preclude subsequent adoption or rejection of individual amendments when several amendments are offered simultaneously.)