

**BY-LAWS
OF THE
PARK DISTRICT OF OAK PARK
SENIOR ADVISORY COMMITTEE**

**ARTICLE ONE
Name & Location**

Section 1: Name

The name of this organization shall be the Senior Advisory Committee (SAC).

Section 2: Location

The location of the principal office shall be Longfellow Center, 610 South Ridgeland Avenue, Oak Park, Illinois. The Committee will generally conduct its meetings at this location.

Section 2: Mailing Address

The mailing address for the Committee shall be the Park District headquarters, 218 Madison Avenue, Oak Park, Illinois 60302.

**ARTICLE TWO
Mission and History**

Section 1: Mission Statement

It shall be the mission of the Senior Advisory Committee to provide guidance and recommend direction to the Park District of Oak Park regarding the implementation of recreational activities and procedures for senior citizen programs, goals and objectives.

Section 2: History

This Committee being duly and officially established by the Park District of Oak Park, hereinafter referred to as the "Park District", on January 21, 2010, shall be known as the Senior Advisory Committee to the Park District, hereinafter referred to as "SAC". SAC was established in response to Park District of Oak Park Active Adult program participants voicing concerns in the spring of 2009 about declining participation levels, communication, decision-making processes, and pricing structure. Those concerns resulted in the drafting and establishment of Senior Program

Goals & Objectives, officially accepted by the Park District Board of Commissioners on July 16, 2009, as attached and included in this document as Appendix A.

ARTICLE THREE

Duties & Responsibilities

Section 1: Core Duties & Responsibilities

The SAC shall be an active contributor to the Park District, primarily the Recreation Department, in helping fulfill the agency's Mission, "In partnership with the community, we provide quality parks and recreation experiences for the residents of Oak Park". To assist in this endeavor, the SAC shall be charged with the following principal duties and responsibilities.

1. To act in service to the submitted Goals and Objectives accepted by the Park District Board of Commissioners.
2. To review prospective areas affecting seniors in the Park District as called upon by the Park District Board of Commissioners.
3. To provide community outreach concerning senior issues and recreation programs within the Park District.
4. To recommend and support the development of recreation programs and services within the Park District.
5. To advocate for senior programs and services offered by the Park District.
6. To provide the Park District Board of Commissioners feedback regarding senior programs and services.
7. To report periodically to the Park District Superintendent of Recreation and annually to the Park District Board of Commissioners on the activities, projects and goals of the Committee.
8. To develop annual goals and a work plan in support of those goals for the upcoming year.

Section 2: Secondary Duties and Responsibilities

In addition to the above-cited, the Senior Advisory Committee shall also have the following responsibilities and duties:

1. To cooperate with groups and other community-based senior service agencies to create community awareness of common issues relative to seniors.
2. To identify potential partners, their resource capabilities and linkage to the Park District.

3. To maintain contact with the Park District Board of Commissioners by providing meeting minutes as requested.
4. To observe and assess problem areas of senior program offerings and recommend solutions.
5. To be aware of social services available to the senior population within the community.

ARTICLE FOUR Membership & Terms

Section 1: Committee Membership

Membership of the Senior Advisory Committee shall be divided into three (3) areas:

- A. Voting Members
- B. Park District Representatives (non-voting)
- C. Park Board Liaison (non-voting)

- A. Voting Members:** The SAC shall be composed of seven members: a Chairperson, Vice Chairperson, Secretary and four (4) members at large. Voting members shall serve subject to the policies, procedures, and by-laws adopted by the Park District.
- B. Park District Representative:** The Park District shall appoint no more than two (2) representatives to the SAC which shall be non-voting.
- C. Park Board Liaison:** A Park Board representative shall be appointed by the President of the Park Board to act as a liaison between the Park Board and the SAC.

Section 2: Makeup of Committee

The seven (7) voting members of the Committee shall be selected as follows. Three (3) to be appointed by the Park Board Commissioners, one (1) to be appointed by the Park District Citizen Committee and three (3) to be elected by the senior activity members-at-large. Consistent with the terms of office, appointments shall be made and elections shall be held in January.

Section 3: Terms of Office

Each member will serve a two-year term. Terms will be staggered. A member may not serve more than three (3) consecutive two-year terms. The committee membership year will start on February 1st of each year.

At the inception, one of the members appointed by the Board of Park Commissioners, and one of the members elected by participating seniors shall serve an initial one-year term. The member appointed by the PDCC shall serve an initial one year term.

Section 4: Selection and Qualifications of Members

All members of the Committee shall be residents of Oak Park, and a majority shall be 55 years of age or older.

A. Appointed Members: At least one of the individuals appointed by the Park District Board of Commissioners shall be 55 years of age or older.

B. Elected Members: The Committee will present a slate of candidate(s) to the seniors in attendance at Annual Meeting to be held in January. To be eligible for nomination a candidate must be 55 years of age or older and possess active membership in the Park District Active Adult program, having paid the membership fee in full. Nominations from the floor may be made after the slate of candidates is presented. The election will be by secret ballot. Elected committee members shall maintain active membership throughout their entire term of office.

Section 5: Quorum

Fifty-one percent of the Committee's voting membership constitutes a quorum provided that at least one officer is present.

Section 6: Termination of Membership

A. Expulsion: The Committee may vote to recommend expulsion from the Committee for just cause by a two-thirds (2/3) vote of the membership at a regularly scheduled meeting.

Just cause for removal is defined as repeated non-attendance of scheduled SAC meetings without prior notice or acting in a manner that would subvert the Core Duties and Responsibilities of the SAC.

B. Resignation: Any member has the right to voluntarily resign from the Committee and shall do so by notifying the Committee in writing (10) ten business days prior to of the date of resignation.

Section 7: Vacancies

If there is a vacancy in the position of an elected member, the Committee at the next scheduled meeting will appoint a person from the senior activity members-at-large to fill the vacancy for the remainder of the term.

If there is a vacancy in the position of a member appointed by the Board of Park Commissioners, the Board of Park Commissioners will appoint a person to fill the vacancy for the remainder of the term.

If there is a vacancy in the position of a member appointed by the Park District Citizen Committee, the Park District Citizen Committee will appoint a person to fill the vacancy for the remainder of the term.

If there is a vacancy in the position of a representative of the Park District, the Park District prior to the next meeting will appoint a person to fill the vacancy for the remainder of the term.

Section 8: Voting Rights

Each Committee member represented may cast only one (1) vote on a matter. Decisions shall be determined by the majority of votes cast unless as may be indicated here within the By-Laws. The Chairperson shall refrain from voting except when his or her vote will affect the result by breaking a tie to pass a motion, or creating a tie to cause a motion to fail.

ARTICLE FIVE Officers

Section 1: Election

Prior to the first meeting in February, there shall be an organizational meeting of SAC members, the purpose of which shall be for members to elect their officers.

Committee members will elect a Chairperson, Vice-Chairperson and Secretary.

The officers shall hold office for a period of one year, beginning at the close of the February meeting.

The Chairperson shall preside at all meetings, vote on all tie issues, and represent the SAC.

The Vice-Chairperson shall perform all duties in the absence of the Chairperson, followed by the Secretary in the absence of both the Chairperson and Vice-Chairpersons.

ARTICLE SIX

Meetings of Members

Section 1: Regular Meetings

Regular Committee meetings shall be held every other month or as otherwise needed and shall be open to the public. The Chairperson, in conjunction with the Active Adult Program Supervisor, shall determine the agenda for each meeting. The Chairperson shall ensure the minutes of the previous meeting, the agenda and notice of upcoming meeting will be distributed to the committee members a minimum of three business days prior to each meeting. The agenda shall also be posted at the principal office of the SAC no less than three days prior to the meeting. Under special circumstances, the Chairperson may cancel or change a regular meeting of the Committee and waive the minimum three (3) day notice, with twenty four hours notice to all committee members.

Section 2: Special Meetings

The Chairperson or any officer with the support of three other committee members can call a special meeting of the Committee. The agenda for special meetings shall be posted at the principal office of the SAC. In the event of a special meeting, the purpose for which the meeting is called shall be stated. Under special circumstances, the Chairperson may call, cancel, or change a special meeting of the Committee and waive the minimum three (3) day notice, with twenty four hours notice to all committee members.

ARTICLE SEVEN

General Powers

The Committee shall conduct all official business. Changes to the By-Laws that have been approved by the Committee shall be sent to the Park Board of Commissioners for formal written approval.

ARTICLE EIGHT

Contributions and Gifts

With the approval of the Park District the Committee may accept, on behalf of the Park District any contribution, gift, or devise for any approved purpose of the Committee.

ARTICLE NINE

Records and Minutes

The Committee Secretary shall keep correct and complete minutes of all meetings. Official records and minutes shall be kept in the office of the Active Adult Program Supervisor. In compliance with the Freedom of Information Act, any person upon written request to the Committee may inspect all records or documents of the Committee during normal business hours.

ARTICLE TEN

Fiscal Year

The fiscal year of the Committee shall be February 1st through January 31st.

ARTICLE ELEVEN

Amendment of By-Laws

The Committee By-Laws may be altered, amended, or repealed by two-thirds (2/3) vote of the committee membership. Proposals of amendments, alterations, or repeals must be distributed to every member a minimum of three weeks prior to the committee meeting at which they are to be

considered. Changes to By-Laws shall be submitted to the Park District Board of Commissioners for final approval.

ARTICLE TWELVE

Parliamentary Procedure

The rules contained in the current edition of 21st Century Robert's Rules of Order shall govern the Committee in all instances when they are applicable and are not inconsistent with these By-Laws and any other special rules the organization shall adopt.

APPENDIX A

Park District of Oak Park

SENIOR PROGRAM

GOAL STATEMENTS & OBJECTIVES

The Park District wishes to do its part to improve the quality of life for the Oak Park senior residents consistent with the Mission, Vision and Values of the Park District. To demonstrate this commitment, the Park District has established the following goals and support objectives to fulfill this pledge.

1. To increase and expand recreation program opportunities which are responsive to the senior population and achieve sustainable participation levels.

- Pre-determine bench marks for the type (drop-in activities, classes, outings & events) and volume of offerings each fiscal year
- Establish and initiate action steps to continually replenish participation
- Track participation seasonally and report data to membership
- Evaluate and interpret participation level results with the senior advisory group

2. To establish a reliable vehicle for the senior population to provide input and feedback on program offerings, promotion channels and service delivery methods.

- Formulate an advisory group consisting of engaged senior participants
- Develop advisory group purpose, process and platform
- Institute reliable park district liaison with decision making authority and define individual's role in the advisory group
- Create reliable communications tools that are collaborative in nature within the advisory group
- Establish advisory group cooperative connections with other area senior service providers (public & private)

3. To foster partnerships with other local senior service providers that support the objectives of Park District and are equipped to assist in producing added value to the recreational and quality of life experience of the participants.

- Identify potential partners, their resource capabilities and linkage to the park district
- Evaluate partnership benefits consistent with the Mission, Vision and Values of the park district
- Facilitate the coordination of an annual area senior provider meeting to discuss opportunities and challenges
- Commit to continually seeking new partnerships and bringing added value to the senior population target group

4. To institute program fee assessment standards cognizant of the senior population's financial limitations and also supportive of the fiduciary responsibilities of the Park District.

- Educate stakeholders on financial parameters, resources and the comprehensive fee policy of the Park District
- Investigate prudent cost recovery and fee structure equations consistent with and aimed at achieving participation sustainability
- Establish platform for assessing future program and activity charges

For the purpose of this document, seniors are defined as adults over the age of 60 years old.