

ORDINANCE NO. 89-36

AN ORDINANCE ESTABLISHING A PARKS AND RECREATION BOARD

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF CHATHAM THAT:

SECTION 1: CREATION & PURPOSE: The Parks and Recreation Board is hereby established, and shall be responsible for planning, evaluating and implementing a parks and recreation program for the Village of Chatham. The Parks and Recreation Board shall work with the Village Trustee who chairs the standing Parks, Recreation & Human Services Committee of the Board of Trustees.

SECTION 2: MEMBERSHIP: The Parks and Recreation Board shall consist of up to nine members. Members shall be nominated by the Parks and Recreation Trustee, and appointed by affirmative vote of a majority of the Board of Trustees then holding office. All members shall serve without compensation.

SECTION 3: TERM OF OFFICE: The term of office for each member of the Parks and Recreation Board shall be two years, except for the first members appointed under this ordinance, the Board of Trustees may appoint up to four members for one-year terms, so as to stagger membership. A member shall serve until his or her successor is appointed and qualifies for office. A successor may be appointed to fill the unexpired portion of a members's term, where that member has resigned or otherwise vacated the position.

SECTION 4: ORGANIZATION: The Parks and Recreation Board shall choose a chairman, a secretary, and a treasurer, and such other officers as it may deem necessary. The chairman shall preside at all meetings of the Board. The secretary shall take and keep minutes of meetings and maintain the records of the Board. The treasurer shall maintain the financial records and accounts of the Board, may keep and maintain a checking account, and shall prepare monthly income and expenditure statements and an annual budget and appropriation request. These and any other officers, including a program director, shall have further duties as determined by the Parks and Recreation Board.

SECTION 5: REPORTS: Reports of the plans and activities of the Parks and Recreation Board shall be made at least monthly to the Parks and Recreation Trustee for presentation to the President and Board of Trustees. The President and Board of Trustees may approve, ratify, restrict, direct or otherwise control the plans and activities of the Parks and Recreation Board.

SECTION 6: MEETINGS: The Parks and Recreation Board shall meet at least monthly. Meetings may be scheduled on a regular basis or may be called by the chairman or a majority of the board. Notices of meetings shall be given and meeting shall be conducted in accordance with the Illinois Open Meetings Act. The Board may conduct its meetings in accordance with Robert's Rules of Order or any other rules of procedure it selects.

SECTION 7: AUTHORIZATION TO BIND THE VILLAGE: The chairman or program director of the Parks and Recreation Board may sign contracts and otherwise contractually bind the Village of Chatham, except for matters exceeding \$500.00 in cost or not shown as a line item in the Village of Chatham's current budget, where the prior approval of the President and Board of Trustees shall be required.

SECTION 8: AUTHORIZATION TO SPEND VILLAGE FUNDS: The chairman, treasurer or program director of the Parks and Recreation Board may make purchases of services or goods for the Village of Chatham, except for purchases exceeding \$500.00 or not shown as a line item in the Village of Chatham's current budget, where the prior approval of the President and Board of Trustees shall be required.

SECTION 9: AUDIT AND RETURN OF SURPLUS FUNDS: The income and expenses of the Parks and Recreation Board shall be subject to the same annual audit with all other Village accounts, and any surplus in the treasury of the Board be returned to the general corporate account of the Village of Chatham, at the direction of the President and Board of Trustees.

SECTION 10: MISCELLANEOUS: This ordinance repeals all conflicting prior ordinances or parts of ordinances and shall become effective upon passage.

PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF CHATHAM, ILLINOIS

ON September 26, 1989.

APPROVED: Carl D. Obley
VILLAGE PRESIDENT

ATTEST:

Rose M. Miller
ROSE MILLER, VILLAGE CLERK