

ORDINANCE NO. 96-116

**AN ORDINANCE CREATING A RECREATION COMMISSION
AND THE POSITION OF RECREATION DIRECTOR, AND
PRESCRIBING THEIR DUTIES**

WHEREAS, pursuant to Sections 3-8-1 and 3-7-1 of the Illinois Municipal Code, the corporate authorities of the Village may create offices necessary or expedient to carry out the business of the Village;

WHEREAS, the corporate authorities consider it necessary and expedient to create a Recreation Commission and the position of Recreation Director to supervise the Village recreation program;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF CHATHAM, AS FOLLOWS:

SECTION 1: There is hereby created the Chatham Recreation Commission.

Whenever the word "Commission" used in this Ordinance, it shall mean and refer to the Chatham Recreation Commission. The Commission shall consist of a five (5) Commissioners, including a Chairperson, all appointed by the President of the Village with the advice and consent of the Board of Trustee. All Commissioners shall be residents of the village shall be officers of the Village, and shall meet all qualifications for appointive office as established by the Illinois Municipal Code. The President of the Village and the chairperson of the Committee of the Village Board having jurisdiction over recreation shall be ex-officio, nonvoting members of the Commission.

SECTION 2: Initial appointments to the Commission shall terminate on April 30, or when a successor is appointed and duly qualified: two members to serve until April 30, 1997; two members to serve until April 30, 1998; one and the Chairperson, to serve until April 30, 1999. All subsequent appointments shall be for three-year periods or until a successor is appointed and qualifies. Any member may be reappointed. Any member who is not present without good cause for three consecutive meetings shall be deemed to have vacated the position. Any member may be removed by the President as set forth in the Illinois Municipal Code.

SECTION 3: The Village President shall appoint the Chairperson of the Commission with the advice and consent of the Board of Trustees. The Commission shall select a vice-chairperson, a secretary and such other officers as it may deem advisable from its own members, each to serve for one year. The initial selection of officers shall be heard at the first meeting of the newly constituted Commission, with subsequent elections being held on the first meeting date following March 30 of each year. Three members of the Commission shall constitute a quorum for the conduct of all business of the Commission.

SECTION 4: The Commission shall have, exercise and perform the following powers, duties and functions:

- a. Promote, encourage and guide the development of Village recreation programs and services.
- b. Solicit and obtain funds, services and real and personal property for

purposes related to the goals and purpose of the Commission from individuals, organizations, municipal corporations and any other source permitted by law. All funds and real and personal property solicited or received by the Commission shall be received in the name of the Village. Funds received by the Commission shall be delivered to the Village Treasurer and accounted for by the Treasurer in accordance with normal Village practices.

c. Assist director in preparing an annual budget for submission to the Village Administrator not less than March 1 of each year, for review by the Village Board and incorporation into the annual appropriation ordinance.

d. Prepare minutes of its meetings and prepare an annual report to the Village Board not later than March 1 of each year.

e. Adopt by-laws governing the organization of the Commission and the exercise of the powers herein given to it and the performance of the duties and functions imposed on it by this Ordinance; provided, that such by-laws shall not be in conflict with any of the provisions of this Ordinance and shall be subject to approval by the Village Board prior to adoption by the Commission.

f. Review candidates' applications and make recommendations to the Village President regarding the hiring of a Recreation Director.

g. Provide policy guidance and program recommendations to the Recreation Director. . Evaluate annually, with the assistance of the Village Administrator, the performance of the Recreation Director.

h. Make recommendations to the Village Board as appropriate for modifications in the job description of the Recreation Director.

SECTION 5: The Commission shall meet at least once a month. Meetings shall be scheduled on a regular basis; special meetings may be called by the chairperson or by any three Commissioners. Notices of meetings shall be given and meetings shall be conducted in accordance with the Open Meetings Act.

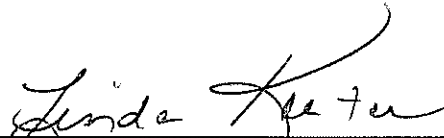
SECTION 6: The chairperson of the Commission and the Recreation Director may sign contracts and otherwise contractually bind the Village with respect to the recreation program, except for matters exceeding \$500 in cost or not shown as a line item in the current appropriation ordinance, in which event the prior approval of the President and Board of Trustees shall be required. The Chairperson of the Commission and the Director may make purchases of services and goods for the village, except of purchases exceeding \$500 or not shown as a line item in the current appropriation ordinance, where the prior approval of the President and the Board of Trustees shall be required. All purchases and contracts shall be made pursuant to village purchasing ordinances and policies.

SECTION 7: There is hereby created the employment position of Recreation Director. The Village President shall make a recommendation for hiring of the Recreation Director to the Village Board. The Recreation Director shall have the job description attached hereto as Exhibit A, which may be changed from time to time by appropriate motion, resolution, or ordinance of the Village Board. In addition thereto, the

Recreation Director shall attend all meetings of the Recreation Commission and shall implement all policies established by the Commission. On a day-to-day basis the Recreation Director shall be supervised by the Village Administrator.

SECTION 8: This Ordinance shall be effective on October 1, 1996. On the effective date of this Ordinance, Ordinance No. 90-24 is repealed and the Parks and Recreation Commission established by Ordinance No. 90-24 shall be abolished.

PASSED THIS 10 DAY OF September, 1996.


VILLAGE PRESIDENT

ATTEST:


VILLAGE CLERK

AYES: 5

NAYS: 0

ABSENT: 1

PASSED: 9/10/96

APPROVED: 9/10/96

ORDINANCE CERTIFICATE

STATE OF ILLINOIS)
) SS.
COUNTY OF SANGAMON)

I, the undersigned, do hereby certify that I am the duly qualified and acting Village Clerk of the Village of Chatham, Sangamon County, Illinois.

I do further certify that the ordinance attached hereto is a full, true, and exact copy of Ordinance No. 96-116 adopted by the President and Board of Trustees of said Village on the 10 day of September, 1996, said Ordinance being entitled:

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I do further certify that prior to the making of this certificate, the said Ordinance was spread at length upon the permanent records of said Village, where it now appears and remains.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said Village this 10 day of September, 1996.

Penny Mooney
Village Clerk