

THE PRAIRIE PARK ADVISORY COUNCIL BY-LAWS

Amended and Accepted: November 18, 2025

ARTICLE I – NAME

The name of the organization shall be “**THE PRAIRIE 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 The Prairie Park, including, but not limited to:

- To provide communication to the Park District on matters relating to the community around The Prairie Park and all patrons of the Park;
- To increase community awareness by involving all segments of the community around The Prairie Park and all patrons of the Park, in the planning and implementation of the PAC;
- To provide the community with a vehicle through which information regarding The Prairie Park, can be shared; and
- To assist in locating alternate funding sources to enhance the facilities at The Prairie Park, for all patrons of the Park.

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.

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 will be asked to submit to a criminal background check.

All PAC officers and any frequent PAC members who volunteer should submit a volunteer application to the Chicago Park District, if they have not already done so, and complete the background check. Any volunteers who volunteer in PAC activities no more than two times a year should fill out the one-day volunteer waiver.

Section 3: Member Removal

Any member may be removed as a member of the PAC 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 members present.

A member remains in good standing by submitting a membership form to the PAC.

ARTICLE IV – OFFICERS

Section 1: 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.
- 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 shall direct; if the president cannot complete their term for whatever reason, the Vice President is the successor to the President for the remainder of the past President's term.
- 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. Copies of all are to be kept in the PAC binder kept at its respective park field house.
- Treasurer: a voting member 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.

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

Section 2: Term of Office

Officers are limited to one year term of office. Officers cannot hold more than one office at a time and can only serve as an officer on one PAC at a time.

Section 3: Elections

Written notice of all elections shall be posted in the Kennedy Park Fieldhouse 14 days prior to the election. Elections shall take place once each PAC fiscal year, which starts on September 1st of current year through August 31st of the following year for a one-year term. The Prairie Park Advisory Council elections will take place during the scheduled September PAC meeting in person at the Kennedy Park Field House. Officers shall be elected by majority of the votes cast by PAC members. Ballots shall be prepared, counted, and results shall be announced at the end of the PAC meeting by the Park District Representative.

Any ties are to be resolved as follows: There shall be a drawing from the names of all candidates that received the most votes, names will be drawn from a hat or box and names will be called for each position. The Park District representative will be in charge and have custody of this process.

At least one (1) representative of the Chicago Park District must be present at the election. After the election, all ballots shall be placed in an envelope and presented to the Park District representative to be filed. There shall be no voting allowed on any virtual platform (such as ZOOM) or by proxy, and all voting must be done in person only by voting members of the PAC.

In lieu of individual ballots, if candidates for each office are unopposed, then the entire slate of candidates may be presented for vote by the PAC.

In order to run for an officer position on The Prairie PAC Board, a PAC member must attend at least two (2) regular PAC meetings in person during the PAC fiscal year before the election is held in September, unless an emergency calls for a special election to fill a vacancy.

Section 4: Vacancies

In the event of an officer vacancy, nominations shall be opened at the first meeting following the vacancy and a vote shall be taken at the following meeting with the officer being elected by a majority of the votes cast by members present. After any vacancy has been filled, a new Registration Form is to be completed and submitted to the Chicago Park District immediately.

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 a majority of members.

Section 3: Voting

Any resident member of the PAC is eligible to vote with the exception of Park District Employees who work at the same park in which they are a PAC member.

Non-resident members of the PAC are considered non-voting members.

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 their personal or organizational interest.

There shall be no voting by proxy or absentee ballot.

Section 4: Meetings

All meetings (in-person and virtual) of the PAC shall be open to the public and proper notice must be posted through electronic media (Facebook, website, email, etc.) at the Kennedy Park Field House at least 14 days prior to the meeting date.

The PAC meetings will begin at 6:30 p.m. (CST), unless a special time is set. The Agenda of the meeting and the Minutes of the prior meeting, including a

Treasurers Report with Bank Statement, will be made available three (3) days before the PAC meeting will take place.

Emergency or Special meetings require a 48-hour notice. Meetings of the PAC may be canceled due to emergency conditions and notice of such must be provided immediately by posting notice at the Kennedy Park Field House and through electronic media (Facebook, website, email, etc.) and the Kennedy Park Supervisor (or Area Manager in absence of the Park Supervisor) should be notified promptly.

The Chicago Park District recognizes that because of the ongoing Covid-19 pandemic, in-person meetings held at the Kennedy Park Field House may not be allowed, therefore, virtual meetings, with a phone-in option, may be held in lieu of and in conjunction with in-person meetings. Any notice of a virtual meeting will include instructions on how to join the meeting.

If the Kennedy Park Field House is closed for any reason, the notice will be posted through electronic media and by email to the PAC's regular email list.

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 shall appoint the committee members and the Chairmen shall be gender neutral. 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.

Section 3: Executive Committee

The officers of the PAC shall compose the Executive Committee and work with Board Chair in establishing agenda for meetings and may act on behalf of the PAC between PAC meetings when necessary.

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 file a copy of the response in the file kept at its respective park. 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 allegation violates the Code of Conduct, or the PAC is unable to successfully remedy a complaint, or the complainant is dissatisfied with the response after being heard by the general membership, an incident report should be submitted to the Park Supervisor, Legislative and Community Affairs, and the PAC Governance Committee. A recommendation will be made within 10 days. The decision of the PAC Governance Committee 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 unless approved by the Chicago Park District. 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, and the yearly PAC Report. 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.

By-Laws Adopted: August 23, 2021

By-Laws Last Amended: November 18, 2025