**MEMORIAL PARK DISTRICT**

COOK COUNTY, ILLINOIS

**ORDINANCE**

NUMBER 2022-02

**AN ORDINANCE**

**ADOPTING A POLICY RELATING TO**

**REMOTE PARTICIPATION**

Gwendolyn Evans, President

Madalyn Arredondo, Vice-President

Charles J. Miller

Selena Martinez

Theodore “Ted” Steiskal

Park District Board

Published in pamphlet form by authority of the

President and the Board of Commissioners of Memorial Park District

on this the 19th day of July, 2022

ORDINANCE NO. 2022-02

**AN ORDINANCE**

**ADOPTING A POLICY RELATING TO**

**REMOTE PARTICPATION**

**WHEREAS**, the Memorial Park District, Cook County, Illinois, is a Park District organized pursuant to the laws of the State of Illinois (hereinafter referred to as the “Park District”);

**WHEREAS**, the Park District is interested in adopting rules and regulations pertaining to remote participation at the respective board meetings of the Park District;

**WHEREAS**, the Board of Commissioners of Memorial Park District understand the importance of allowing its Commissioners to participate remotely when and if certain criteria are met; and

**WHEREAS**, the Memorial Park District Board of Commissioners desires to adopt a Policy relating to Remote Participation, as more fully described herein.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners of the Memorial Park District, Cook County, Illinois, in open meeting assembled, hereby adopts the following:

**Section One - Recitals**

The Board of Commissioners hereby find that all of the recitals hereinbefore stated as contained in the preamble to this ordinance are full, true and correct and do hereby, by reference, incorporate and make them part of this ordinance as legislative findings.

**Section Two - Adoption of Policy**

The Memorial Park District Board of Commissioners hereby adopts the Park District Policy pertaining to “Remote Participation” attached hereto and made a part hereof as Exhibit A.

**Section Three – Codification**

The title, chapter(s) and section(s) adopted by this ordinance shall be numbered and placed in an appropriate title, chapter(s), and sections(s) sections when and during the codification of the Memorial Park District Code.

**Section Four - Conflict Clause**

That all ordinances, parts of ordinances resolutions, parts of resolutions and/or board actions in conflict with the terms of this ordinance shall be repealed to the extent of said conflict.

**Section Five - Passage Clause**

That this ordinance shall take full force and effect from and after its passage, approval and publication as provided by law.

**Section Six - Constitutionality Clause**

Any part or parts of this ordinance declared by a court of law to be invalid or unconstitutional shall not affect the validity of the remaining provisions of the Memorial Park District Code.

**Section Seven - Recording**

This ordinance shall be entered into the minutes and upon the journals of the Memorial Park District.

**DECIDED** pursuant to a roll call vote as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Roll Call Vote: | Ayes | Nayes | Absent |
| Gwendolyn Evans, President |  |  |  |
| Madalyn Arredondo, Vice-President |  |  |  |
| Commissioner Charles J. Miller |  |  |  |
| Commissioner Selena Martinez |  |  |  |
| Commissioner Theodore “Ted” Steiskal |  |  |  |
| TOTAL |  |  |  |

**PASSED AND APPROVED** by the Board of Commissioners of Memorial Park District, Cook County, Illinois, this the 19th day of July, 2022.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gwendolyn Evans

Board President

Attest:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pamela Cobbs

Board Secretary

**STATE OF ILLINOIS )**

**) SS**

**COUNTY OF COOK )**

I, Pamela Cobbs, do hereby certify that I am the duly appointed, and qualified Park District Secretary in and for the Memorial Park District, Cook, County, Illinois; that I am the keeper of the files, records, and seal of said Park District, and that the following is a true and correct copy of Ordinance No. 2022-02

**AN ORDINANCE**

**ADOPTING A POLICY RELATING TO**

**REMOTE PARTICPATION**

adopted and approved by the Board of Commissioners at an official meeting held on July 19, 2022 and that the vote on the motion for adoption was as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | YES | NO | ABSENT | PRESENT |
|  |  |  |  |  |
| Gwendolyn Evans |  |  |  |  |
| Madalyn Arredondo |  |  |  |  |
| Charles J. Miller |  |  |  |  |
| Selena Martinez |  |  |  |  |
| Theodore “Ted” Steiskal |  |  |  |  |
|  |  |  |  |  |
| TOTAL |  |  |  |  |

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the Memorial Park District, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

I further state that this Certification is issued under my hand and the seal of the Memorial Park District as required in the Illinois Park District Code.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused to be affixed the Corporate Seal of said Memorial Park District, Cook County, Illinois on the date set forth herein.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (SEAL)

Pamela Cobbs

Board Secretary

Exhibit A

Remote Participation Policy

Any member of the Board of Commissioners may attend any open or closed meeting of the Park District Board via electronic means (such as by telephone, video or internet connection) if the member is unable to physically attend the meeting because of:

(1) Personal illness or disability

(2) Employment purposes or business related to the Park District

(3) Family or any other major emergency

In order for such participation to be valid, the member must provide notice sufficiently in advance of the meeting for the Park District to be able to provide the technical means necessary to fulfill such a request. The Board of Commissioners may deny a member's electronic attendance request by a two-thirds (2/3) vote if the request does not meet one of the above criteria. A member may vote on motions and issues coming before the body, but his or her vote shall not count toward establishing a quorum.

(1) For the purpose of this rule, electronic participation means participation by telephone, video, or internet connection as provided by rules adopted by the Board consistent with the provisions of Public Act 94-1058 amending the Illinois Open Meetings Act, 5 ILCS 120/1 et. seq.

(2) Electronic participation rules:

(a) The Board Secretary, after receiving an electronic attendance request, shall promptly inform the Board President, or person expected to be the presiding officer at such meeting, of the request for electronic attendance.

(b) After establishing that there is a quorum physically present at a meeting where a member of the Board of Commissioners desires to attend electronically, the presiding officer shall state, and the minutes shall record, that a notice was received from a member of the Board of Commissioners in accordance with these rules.

(c) The member will be deemed authorized to attend the meeting electronically unless a motion objecting to the member's electronic attendance is made, seconded, and approved by two-thirds of the members of the Board of Commissioners physically present at the meeting. If no such motion is made and seconded, or if any such motion fails to achieve the required vote by the members of the Board of Commissioners physically present at the meeting, then the request by the member to attend the meeting electronically shall be deemed approved by the Board of Commissioners and the presiding officer shall declare the requesting member present. After such declaration by the presiding officer, the question of a member's electronic attendance may not be reconsidered.

(d) The member participating electronically, and other members of the Board of Commissioners must be able to communicate effectively. Further, the Park District shall make a reasonable effort to ensure that members of the audience are able to hear all communication and votes of the member attending electronically. Before allowing electronic attendance at any meeting, the Board of Commissioners provide equipment adequate to accomplish this objective at the meeting site, but the Board of Commissioners be the sole judge of such adequacy.

(e) Any member attending electronically shall be considered an off-site attendee and counted as present electronically for that meeting, if the member is allowed to attend. The meeting minutes shall also reflect and state specifically whether each member is physically present or present by electronic means.

(f) A member permitted to attend electronically shall be entitled to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The member attending electronically shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any member attending electronically shall be called during any vote taken, and his or her vote counted and recorded by the Board Secretary and placed in the minutes for the corresponding meeting. A member attending electronically may leave a meeting and return as in the case of any member, provided the member attending electronically shall announce his or her leaving and returning.

(g) The Board hereby adopts the following Electronic Attendance Form for use as a request for Electronic Participation:

**ELECTRONIC ATTENDANCE REQUEST**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby request to electronically attend the meeting of the Park District of Memorial Park District on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_ p.m.

I am eligible to participate electronically because of [check one]:

□ personal illness or disability

□ employment purposes or business of the Park District body

□ a family or other emergency

During the meeting, I will be at the following location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

And reachable at the following phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

or:

This request may also be submitted by one of the following means (indicate):

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Board Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_