

## **POLICY ON DISTRICT MEETING PROCEDURES**

### **PURPOSE**

In order to conduct its business in an efficient, transparent, unambiguous manner, the Waterloo Park District (“the District”) hereby adopts this policy for its meeting procedures.

This policy repeals and replaces the District’s “Guest Participation Policy.” Any other policies and resolutions that conflict with this policy are hereby repealed to the extent of such conflict.

### **GENERAL**

Meetings of the District will adhere to the requirements of the Open Meetings Act and be administered according to Robert’s Rules of Order.

The President will act as the Presiding Officer for meetings. To the extent practicable, the Presiding Officer will refrain from making and seconding motions.

In case of the unavailability or inability of the President to preside, the Vice President will serve as the Presiding Officer.

The Secretary will serve as the Parliamentarian.

The District shall conduct its meetings in open session, unless permitted to go into closed session as authorized by the Open Meetings Act.

### **ATTENDANCE**

Commissioners shall endeavor to attend all meetings. The District shall schedule meetings at dates and times that facilitate the attendance of all commissioners. If a commissioner is unable to physically attend a meeting, they will attempt to participate remotely as discussed in this policy.

### **AGENDA**

The President of the District shall set, promulgate, and post the agenda for each meeting.

The agenda for each meeting shall be posted at the District office (318 N. Library Street) and Waterloo City Hall (100 W. 4<sup>th</sup> Street) no later than 48 hours prior to the scheduled meeting.

For non-emergency matters, commissioners shall submit proposed agenda items to the President one week prior to the meeting date.

## **REGULAR BUSINESS**

Approval of the agenda, approval of minutes, approval of payment of bills, and adjournment will be conducted by unanimous consent, at the discretion of the Presiding Officer.

Unless the Presiding Officer makes an on-the-record declaration of an emergency, motions to authorize the expenditure of funds in excess of \$2,000.00 will only be in order if they are the subject of final action on the published agenda.

Motions will be debated in a manner that maintains a professional decorum. During debate, the Presiding Officer will ensure that all commissioners who so desire will have an opportunity to speak on a motion before an individual speaks for a second time.

Motions shall initially be disposed of via voice vote.

Voice votes that are not unanimous shall be revoted with a roll call vote, taken by the Secretary.

Resolutions and ordinances shall be read into the record by the Secretary prior to a vote. The reading may be waived upon the approval of a motion to do so.

Resolutions and ordinances shall be resolved (upon a motion to approve) with a roll call vote.

## **REMOTE COMMISSIONER PARTICIPATION**

The Open Meetings Act (OMA) places limitations on the remote participation of District commissioners.

Commissioners who wish to participate remotely in a meeting will notify the Secretary at least 72 hours prior to the meeting of their desire to do so. The President may waive this 72 hour requirement in cases of emergency.

The Open Meetings Act authorizes remote participation only when a commission is unable to attend due to:

- Personal illness or disability
- Employment purposes or the business of the park district
- A family or other emergency
- Unexpected childcare obligations

In order for any remote participation to occur, a minimum of THREE (3) commissioners must be physically present at the scheduled meeting and THREE (3) commissioners must vote YES to allow participation. The motion to approve shall state the OMA-authorized basis for remote participation.

The remote participation must occur in a manner that will allow the remote commissioner to not only hear all commentary, but also allow the public to hear the comments of the remote commissioner.

## **GUEST PARTICIPATION**

The District welcomes members of the public to attend and speak at its meetings. Public comment shall ordinarily occur during the “Guest Comment” portion of the agenda. The President may allow public comment at other portions of the meeting.

Time limits for public speakers are: five minutes per speaker if six (6) or less speakers; three minutes per speaker if more than six (6) speakers; or one minute per speaker if more than fifteen (15) speakers. These time limits do not apply to members of the public who are giving presentations to the District as part of the published agenda.

The Secretary shall time the speakers.

Members of the public are allowed to record the meetings of the District (subject to the restrictions in this policy). Recording by the public must be non-disruptive and occur from public seating area.

Members of the public who speak during the “Guest Comment” portion of the meeting must affirmatively give permission before another member of the public can record their comments.

## **CLOSED SESSIONS**

The District shall only utilize closed sessions when authorized under Section 2 of the Open Meetings Act (5 ILCS 120/2(c) and upon passage of a motion by a majority of the commissioners present at the meeting. The motion shall state the basis for the closed session.

Closed sessions shall be recorded and turned into a verbatim record by the Secretary.

The audio recording of the closed session must be maintained for at least eighteen (18) months prior to its destruction.

At least once every six months, the District will review closed session minutes and determine whether they should be available to the public.