

## Ordinance No. 1

## TRI-TOWNSHIP PARK DISTRICT

## Administrative Ordinance

An Ordinance Prescribing Rules for the Conduct of the Business of Tri-Township Park District.

Be It Ordained by the Board of Commissioners of the Tri-Township Park District.

## CHAPTER I - OFFICERS

Section 1. The officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer. In addition to the above officers, the President shall appoint an attorney and a Superintendent, neither of whom shall be members of the Board of Commissioners, when such service shall be deemed necessary. Such appointments shall be ratified by the Board.

Section.2. President. The president shall be the executive officer of the Board. It shall be his duty to preside at all meetings when present; to sign all contracts and other papers authorized by the Board; to see that all ordinances of the Board are enforced, and that all orders of the Board are faithfully executed; and to exercise general supervision of all elected and appointed officers and employees, and over the business and property of the Park District, all subject, however, to the direction, ratification, and approval of the Board of Commissioners.

Section 3. Vice President. The Vice-President, in the absence of the President or in the event of his refusal or inability to act, shall be vested with the powers and perform the duties of the President.

Section 4. Secretary. The Secretary shall have the custody of the corporate seal and all books and papers pertaining to his office; shall attest and affix the corporate seal to all instruments requiring such action when authorized by ordinance or vote of the Board, and shall cause all ordinances, resolutions and other actions of the Board requiring publication, to be duly published. He shall attend all meetings of the Board and keep a full and true record of its proceedings. Acting under the Board he shall have charge of the system of books and accounts.

Section 5. Treasurer. The Treasurer shall receive and safely keep all moneys belonging to the Park District and deposit all moneys belonging to the Park District and received by him, in a bank or banks approved and designated by the Board, in the name of the Park District and shall disburse the same only upon the authority of the Board. He shall make monthly reports to the Board of all receipts and disbursements and shall submit at the annual meeting of the Board, a detailed statement showing all receipts and disbursements during the preceding year. Before entering upon his duties as ~~Secretary~~-Treasurer, he shall give a bond in the penal sum of Two Thousand Dollars (\$2000<sup>00</sup>), with sureties to be approved by the Board, provided, however that the amount of such bond may

be increased or diminished from time to time by resolution of the Board.

Section 6. Superintendent. The Superintendent shall have charge of the operation, maintenance, construction, and repair of all park facilities and property, subject, however, to the approval and direction of the Board.

Section 7. Attorney. The attorney shall have charge of all legal matters and of the prosecution and defense of all litigation in which the Park District is interested. He shall draft all ordinances, resolutions, and other instruments required by the Board, or any committee or officer there-of, and shall give opinions on all questions referred to him by the Board, or any committee of officers there-of.

Section 8. Additional Duties of Officers. In addition to the duties hereinbefore specified, each officer shall perform such other duties as may be required of him by law or by the ordinances or the resolutions of the Board.

Section 9. Election and Appointment of Officers. All officers shall be chosen by the commissioners at the annual meeting hereinafter provided for, and at such other times as a vacancy occurs, and each of said officers shall hold office until the next annual meeting and until his successor is chosen and has qualified. Vacancies may be filled at any regular or special meeting of the Board, and in case of the temporary absence or inability of any officer to act as such, the Board

may fill his office PRO TEMPORE.

Any appointed officer, not a member of the Board, may be dismissed and the position declared vacant by the President, subject to the approval of the Board, at any regular or special meeting of the Board. Such vacant position may then be filled in the manner in which the original appointment was made.

Section 10. Compensation of Officers and Employees. The officers (with the exception of Commissioners serving in such offices), and all employees, shall receive such compensation for their services as the Board shall from time to time determine.

Section 11. Vacancy on the Board of Commissioners. When there occurs a vacancy on the Board of Commissioners through death, incapacity to serve, or by resignation, the remaining members of the Board shall appoint a commissioner to serve until such time that a regular election be held, at which time a commissioner shall be elected to serve the remainder of the unexpired term.

#### CHAPTER II - MEETINGS AND RULES OF ORDER

Section 1. Annual Meeting. The annual meeting of the Board of Commissioners shall be held on the fourth (4th) Monday of the month of January in each year at 7:30 o'clock in the evening.

**Section 2. Regular Meetings.** Regular meetings of the Board of Commissioners shall be held on the fourth (4th) Monday of each month at 7:30 o'clock in the evening.

**Section 3. Special Meetings.** Special meetings of the Board of Commissioners may be called by the President whenever he shall deem necessary, and shall be called by the Secretary at the request of any two commissioners. Written notice shall be given each commissioner of the time and place of such special meeting by mail at least five (5) days before said meeting.

**Section 4. Place of Meeting.** The meetings shall be held at the Troy City Council Room; provided that meetings may be held at any other location in the city of Troy when the members are notified personally by telephone or in writing by mail. Meetings may be held at any other location, not in the City of Troy, with the consent of not less than four (4) commissioners.

**Section 5. Quorum.** The presence of three (3) duly elected and qualified commissioners at any meeting shall constitute a quorum for the transaction of all business.

Section 6. Order of Business. The order of business at all meetings of the Board shall be as follows: (1.) Reading of minutes of the last meeting. (2.) Presentation of claims and accounts. (3.) Reading Communications to the Board. (4.) Original Resolutions. (5.) Reports of Officers. (6.) Reports of Committees. (7.) Unfinished business. (8.) New Business.

Section 7. Ordinances and Reports to be in Writing. All Ordinances, resolutions, orders, reports and proceedings shall be in writing.

Section 8. Vote--Manner of. The yeas and nays shall be taken by roll call upon the passage of all ordinances and upon all propositions to create any liability, or for the expenditure or appropriation of money, and in all other cases at the request of any commissioner, and shall be entered upon the journal of the proceedings.

Section 9. Rules of Order. Roberts Rules of Order shall govern in all questions of procedure not herein provided for.

### CHAPTER III

Section 1. Standing Committees. At the first regular meeting, after his election, the president shall appoint the following Standing Committees: Finance, Building, and Grounds, Police, and Recreation. Each committee shall consist of two members of the Board and the first named shall be chairman. The president shall be ex-officio a member of each committee. Each member of a committee shall hold office for one year and until his successor

is appointed. All vacancies shall be filled by the president for the unexpired term.

**Section 2. Finance Committee.** The Finance Committee shall have charge of all financial affairs of the Board, the preparation of the annual budget and shall submit to the Board the estimated appropriation of the annual budget of funds necessary for the operation, maintenance and development of the parks from year to year.

**Section 3. Buildings and Grounds Committee.** The Buildings and Grounds Committee shall have charge of the maintenance and operation of the parks, and of all plans for improvements or alterations in the grounds and buildings.

**Section 4. Police Committee.** The police committee shall have charge of the policing of the parks, the employment of patrolmen and of special police, and shall see that all ordinances, rules and regulations in respect to use of the parks are enforced.

**Section 5. Recreation Committee.** The Recreation Committee shall have charge of all athletic contests and recreational activities conducted in the parks.

#### CHAPTER IV--CONTRACTS AND DISBURSEMENTS

**Section 1. Contracts.** All Contracts exceeding in amount the sum of Five Hundred Dollars (\$500.00) for work, materials or supplies, or public improvements of any kind, shall be let by the commissioners, and shall be executed in duplicate. All contracts for supplies, materials or labor involving an

expenditure in excess of \$2,500 shall be let to the lowest responsible bidder after publication of notice and the taking of sealed bids. One copy shall be kept by the Secretary in his office and the other shall be given to the contractor. All such contracts so executed shall be in the name of and run to the Park District, and shall be signed on behalf of the Park District by the President, attested by the Secretary and the Corporate Seal shall be affixed thereto.

**Section 2. No Financial Liability to be incurred Without Approval of Board.**  
No commissioner, committee, officer or employee shall be authorized to create any financial liability on behalf of the Board unless it shall first be approved in nature and amount by the Board.

**Section 3. Warrants.** Warrants for the payment of the authorized salaries of all officers and wages of all employees, and warrants for the payment of maturing interest on any principal of bonded indebtedness of the Park District, and also for payments on duly authorized contracts, may be drawn and issued as the same become due and payable. No other warrants shall be drawn except upon the order of the Board. All warrants for the payment of money shall be drawn on the Treasurer, signed by the President and countersigned by the Secretary.



**CHAPTER V**  
**When Ordinances take effect--Repeal of Prior Ordinances**

**Section 1. All ordinances and parts of ordinances in conflict or inconsistency with any provisions of this ordinance are hereby repealed, and this ordinance shall be in force from and after its passage and approval.**

Passed: May 22 1967

Approved May 22 1967

J. W. Dobb  
Secretary

Samuel Wisemeyer  
President

