

# **BYLAWS AND RULES OF THE WHEATON PARKS COMISSION**

## **BYLAWS**

### **Article I. Name**

The name of this organization shall be the “Wheaton Parks Commission”.

### **Article II. Objective**

The objective shall be to aid in the orderly development of the Wheaton Park(s) and recreational opportunities in the township.

### **Article III. Membership**

**Section One** – The chairman of the Wheaton Town Board shall appoint the seven members of the Commission. Members shall serve seven-year term. Members shall serve alternating terms.

**Section Two** – Removal from the commission is provided by State Statute and must be accomplished by the Wheaton Town Board. The Wheaton Town Board will, within 30 days, appoint a replacement to fill the vacancy of the unexpired term.

### **Article IV. Officer Duties**

**Section One** – The officers of the Commission are: Chair, Vice Chair, Secretary/Treasurer and Deputy Secretary/Treasurer.

**Section Two** – The officers shall be elected by a majority vote of the commission members.

**Section Three** – The officers shall serve for a term of one year.

**Section Four** – The Chair’s chief duties shall be:

1. Preside at regular and special meeting.
2. Call special meeting as may be required.
3. Have all of the general powers and duties usually vested in the office of the Chair.
4. Notify members of meeting, elections, or appointments to office.
5. Maintain a liaison with Wheaton Town Board.

**Section Five** – The Vice Chair’s chief duties shall be:

1. Preside at all meetings in the absence of the Chair.
2. Upon death or permanent incapacitation by illness or injury the Vice Chair shall succeed to the office of the Chair.
3. Assume particular responsibilities that may be assigned by the Chair.

**Section Six** – The Secretary/Treasurer chief duties shall be:

1. Maintain and read the minutes of the meetings.
2. Act as a custodian of the records.
3. Maintain a record of expenditures recommended by the commission to the Wheaton Town Board.

**Section Seven** – The Deputy Secretary/Treasurer chief duties shall be:

1. Maintain and read the minutes of the meetings in the absence of the Secretary/Treasurer.
2. Act as a custodian of the records in the absence of the Secretary/Treasurer.
3. Maintain a record of expenditures recommended by the commission to the Wheaton Town Board in absence of the Secretary/Treasurer.
4. Upon death or permanent incapacitation by illness or injury the Deputy Secretary/Treasurer shall succeed to the office of the Secretary/Treasurer.

## **Article V. Meetings**

**Section One** – All regular meetings shall be held at the Wheaton Park (Lower Pavilion) from April – September and Wheaton Town Hall from October – March on the 4<sup>th</sup> Tuesday of each month, starting at 7:00PM.

**Section Two** – All special meetings shall be held at the Wheaton Park (Lower Pavilion) or Wheaton Town Hall (dependent on time of year) at the date and time determined by the commission.

**Section Three** – A quorum shall be a simple majority of the total membership.

## **Article VI. Amendments**

The bylaws may be amended by a 2/3 majority of the total members only at a regular meeting.

## **RULES OF ORDER**

### **Article I. Parliamentary Authority**

Revised Robert Rules of Order is adopted as the parliamentary authority.

### **Article II. Order of Business**

Call to Order

Last Updated: 8/23/2022

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Reading and approval of the minutes of the last meeting

Old business

New business

Adjourn