

WINNETKA PARK DISTRICT
Meeting Standard Operating Principles

The operating principles governing the Winnetka Park District Board Member actions and interactions at board and committee meetings are characterized by listening, mutual respect toward the ideas of others and civility. This document is not meant to cover the totality of Board Member roles and responsibilities but is memorialized to address the proper decorum of the board during official board gatherings.

- Interruptions of others who are speaking is not a welcome behavior and will not be tolerated
- It is the responsibility of the Chair to ensure that commentary is kept on the subject matter at hand and within the time allowed for one to make a point (if a timeframe is established)
- The Chair will manage Board Member discussion so it is equally distributed among board members who wish to contribute to the issue at hand to ensure each has an opportunity to speak prior to allowing a Board Member to speak for a second time on the same topic.
- A Board Member who wishes to contribute to the discussion is recognized of their desire by raising his/her hand.
- A “point of order” can be raised by any Board Member and will be enforced by the Board Chair.
- A “point of order” can be occasioned by a Board Member speaking beyond prescribed time limits, discussion that is off point of the subject matter, repetition of the same argument, raised voice/anger, and speaking when not recognized by the Chair.
- Questions from the audience at Board Meetings will be managed by the Board Chair. The Board chair, at his or her discretion, may invite another Board Member or the Executive Director to participate in the response. Conversational discussion with the audience is to be discouraged.
- The proper decorum outside the meeting setting is to reflect support of Board decisions, and to avoid conflicts of interest, real or perceived. The responsibility of Board Members in actions and during discussions in the community is to uphold in word and deed the positive image of the Winnetka Park District.
- Board Member substantive communications with the Executive Director and staff are to be channeled through the Board Chair.