

1.2.1 - Document Approval Authority

Standard: All documents designated for approval by the appropriate approving authority shall be approved or adopted in a manner consistent with the agency process and procedure for adoption of policies, rules, regulations, and operational procedures, except that the agency budget and park and recreation system master plan must be adopted or approved by the entity responsible for policy-making.

Standards with an adoption or approval requirement are:

- 1.5 Vision
- 2.3.1 Community Comprehensive Plan with Park and Recreation Component
- 2.4 Park and Recreation System Master Plan
- 2.5 Strategic Plan
- 2.10 ADA Transition Plan
- 3.4 Public Information Policy and Procedure
- 4.4.1 Leadership Succession Procedure
- 5.4 Annual or Biennial Budget
- 8.1 Codes, Laws, and Ordinances
- 9.1 Risk Management Policy
- 9.1.1 Risk Management Plan and Procedures

Suggested Evidence of Compliance: Provide documentation that the agency budget and park and recreation system master plan have been duly adopted or approved by the entity responsible for policy-making and that other documents designated for approval by the appropriate approving authority have been approved in a manner consistent with the agency process and procedure for approval of policies, rules, regulations, and operational procedures.

Agency Evidence of Compliance:

In general, the Park District Board of Commissioners is responsible for creating and updating policies and plans governing the Park District and staff in administering the policies. The responsibility for creating and updating, or causing to be created or updated, procedures for implementing policy or departmental or operational plans falls to the Executive Director.

Standard	Authority for Approval	Proof of Approval
Vision	Board of Commissioners	01.02.01_December-2012-Board-Meeting-Minutes.pdf
Community Comprehensive Plan with Park and Recreation Component	Village of Oak Park	01.02.01_Comprehensive-Plan-Approval-at-September-2014-VOP-Board-Meeting.pdf (page 5)

Standard	Authority for Approval	Proof of Approval
Park and Recreation System Master Plan	Board of Commissioners	01.02.01_PDOP-Comprehensive-Plan-Approval-at-December-2014-Board-Meeting.pdf
Strategic Plan	Board of Commissioners	01.02.01_December-2012-Board-Meeting-Minutes.pdf
ADA Transition Plan	Board of Commissioners	01.02.01_April-2013-Board-Meeting-Minutes.pdf
Public Information Policy and Procedure	Board of Commissioners	01.02.01_Policy-Manual-Approval-at-December-2014-Board-Meeting.pdf
Leadership Succession Procedure	Board of Commissioners	01.02.01_Policy-Manual-Approval-at-December-2014-Board-Meeting.pdf
Annual or Biennial Budget	Board of Commissioners	01.02.01_Budget-Approval-at-November-2014-Board-Meeting.pdf
Codes, Laws, and Ordinances	Board of Commissioners	01.02.01_Rules-and-Regulations-Approval-at-December-2014-Board-Meeting.pdf
Risk Management Policy	Board of Commissioners	01.02.01_Policy-Manual-Approval-at-December-2014-Board-Meeting.pdf
Risk Management Plan and Procedures	Board of Commissioners	01.02.01_Safety-Manual-Approval-at-December-2014-Board-Meeting.pdf

Agency Self Assessment: MET