

Seger Park Advisory Council (SPAC) Board Officers

There are four elected officers for the SPAC, with roles defined by the Philadelphia Parks and Recreation (PPR) Advisory Council Manual:

President

1. Actively manages the affairs of the Advisory Council with support from the other members of the Board
2. Presides at Advisory Council meetings.
3. Ensures that all other Advisory Council officers properly perform their prescribed duties.
4. With the consent of the Advisory Council, appoints all committees and committee chairpersons, and serves as an ex-officio member of all committees.
5. Ensures that all provisions of the bylaws and agreements between PPR and PRAC are followed.

Vice President

1. Attends Advisory Council meetings and will preside in the absence of the president.
2. Manages other duties as needed by the President and Advisory Council.
3. Supports the President and the other members of the Board in understanding and abiding by the Advisory Council Manual/bylaws.

Secretary

1. Attends meetings and keeps an accurate report of all the business of the Advisory Council, including meeting attendance and election results, and shares these minutes at the subsequent meeting.
2. Ensures that adequate public notice is given for all meetings, elections, and other Advisory Council functions.
3. Retains all reports and documents of the Advisory Council.
4. Prepares correspondence as directed by the President.
5. Ensures that PPR facility supervisor has copies of required Advisory Council reports.

Treasurer

1. Maintains accurate records and creates a Monthly Financial Report (working with the PPR facility supervisor) to share at monthly Advisory Council meetings. These reports must be submitted to the PPR district manager no later than the 15th of each month to be kept on file at the PPR administrative office at 1515 Arch St.
2. Ensures compliance with all the requirements set forth in the financial section of the bylaws (Pages 16-28).

Terms of office for Board member are three (3) years.

See the PPR Advisory Council Manual for full details:

<https://www.phila.gov/media/20171220162810/Advisory-Council-Manual-2014.pdf>

Eligibility Requirements: Advisory Council Membership, Voting, Board Officers

Advisory Council Members	Members of the public need only attend one Advisory Council meeting and have their name appear on at least one sign-in sheet to become a member of the Advisory Council.
Eligibility to Vote in Advisory Council Elections	Members must meet ALL these requirements to be eligible to vote in an election: <ol style="list-style-type: none"> 1. Be eighteen (18) years of age at the time of the vote or election. 2. Be a volunteer or participants in any activity at the Recreation Facility, or the parent of a minor volunteer or participant in an activity at the Recreation Facility. 3. Have attended at least three (3) advisory council meetings during the current election cycle.
Eligibility to hold an Advisory Council Office	All members who are eligible to vote in an Advisory Council election are also eligible to hold office, with the following exceptions: <ol style="list-style-type: none"> 1. An officer of an independent group that is affiliated with the Advisory Council is not eligible to concurrently hold an Advisory Council office. 2. Elected governmental officers and candidates for elected office are not eligible. 3. PPR employees are not eligible. Retired employees must wait at least one (1) year before running for office. To serve as an officer of an advisory council, a member must apply for a criminal background check and a child abuse clearance within two weeks from the date of election to advisory council office.

Planning for 2022 Advisory Council Board Elections on January 18

Communicate (after approval during the September 21 meeting) the following schedule for election-related activity before the end of September – the information will be available in the Rec Center and shared as part of each Advisory Council meetings.

- **October 19** – Communicate details regarding the election – roles, eligibility, timing, etc. and Identify nominees. Ask nominees to attend this and future meetings to ask questions, understand operations of the advisory council and ensure eligibility (if needed).
- **November 16** – Confirm nominees’ intention to run and the specific office they are interested in holding; also confirm availability of nominees for election night.
- **December 21** – Challenges to the eligibility of nominees must be made in writing no later than the last day of December. Challenges must be submitted to PPR and PRAC for determination.
- **January 18** – Election night. Candidates for office have an opportunity to address the meeting if they choose to do so. Voting is done by secret ballot; though for any office with no opposition, by majority vote, the election may be done by voice vote or by unanimous consent. The incumbent Board and the Facility Supervisor will count the ballots and announce a winner. Newly elected officers shall take office five (5) days after the election.