



## Mayor & Village Board

### Standard Operating Procedure – No. 010

Date Adopted: October 8, 2013

Date(s) Revised:

Mayor and Village Board Standard Operating Procedure # 010, having been first adopted by the Mayor and Village Board on October 8, 2013 shall:

1. Be updated on at least an annual basis;
2. Be administered by the Mayor and Village Manager; and
3. Be a procedure establishing the **Village of Homer Glen Park or Facility Property Naming Policy**.

Signed: \_\_\_\_\_

Date: May 24, 2017

A.) The following shall be the procedure guiding the process of naming park or facility property.

1. Any resident, Village Board member, Village Committee, or group of residents may submit a name proposal for a park, or facility within a park, at any time.
2. The Parks and Recreation Committee shall review all proposed park names based on the criteria and make a recommendation to the Village Board for their consideration. The Village Board will approve or reject all park naming proposals with a majority vote.
3. The guidelines and criteria, for name selection, are described below.
  - a) Features, such as topography, natural features, historical, scientific, or the purpose of the park or facility.
  - b) The name of the subdivision in which the park is located.
  - c) To honor a person or persons, living or deceased, who have made a substantial contribution in support, advancement, or improvement of the quality of life of residents of the Village of Homer Glen or the Village of Homer Glen Parks. Proposals shall include a description of the contribution the person or persons has/have made to the Village of Homer Glen and why the naming proposal is in order.

- d) Presidents of the United States or significant historical events.
- e) Any organization that has significantly contributed to the support, advancement, or improvement of the quality of life for residents of the Village of Homer Glen. Proposals shall include a description of the contribution the organization made to the Village of Homer Glen.
- f) Any person living or deceased who has made a significant contribution in support of the mission of the state or national park system, preservation of natural resources, or recreation activities.
- g) A park or facility may be named in recognition of a donation of a charitable nature or a sponsorship of a promotional nature.
- h) A park or facility may not be named after any public official currently holding office or any person currently employed by the Village of Homer Glen.

#### B.) Special Conditions

The process of naming or re-naming a park or facility property is subject to the conditions listed below.

1. No park or facility shall be re-named unless the Village Board casts a unanimous ballot in favor of re-naming the park or facility.
2. The selected name for a re-named park or facility shall require a majority vote of the Village Board.
3. No park or facility shall be re-named by a donation to the Village of Homer Glen unless:
  - a. The donation is of land for the park or facility site or the cash, personal property, or services donated equals the value of the park or facility site for which the name is proposed; or
  - b. The donation is not at the request or by the reason of an ordinance of the Village of Homer Glen; or
  - c. The proposed name for any park or facility property must be approved in writing by the person whose name is proposed or, if the person is deceased, the person's remaining immediate family; or
  - d. The proposed name or re-name to be used is with the consent of the person to be honored, if living.