

May 5, 2020

Dear Wilmette Park Board Commissioners and Executive Director Steve Wilson,

The League of Women Voters states in our *Citizen's Right to Know* position that the LWV believes that democratic government depends upon informed and active participation at all levels of government. The League further believes that governmental bodies must protect the citizen's right to know by giving adequate notice of proposed actions, holding open meetings, and making public records accessible.

The novel coronavirus highlights the need for elected officials to have emergency preparedness plans in place to ensure the continued functioning of our democracy. Below are guidelines, written in the spirit of the above cited position, that we recommend the Wilmette Park Board implement in order for open, transparent and accessible processes for all governmental bodies in the face of COVID-19 and future emergency situations that require limitation of in-person contact.

- Give the public live access to meetings.
- Give the public the ability to comment during meetings.
- Put meeting viewing/public input procedures on the WPD website in all relevant locations and in email newsletters.
- Put meeting materials, including the Director's report, on the website.
- Add the 2020 budget and capital plan on the website—Park Board financials on website are not up to date.
- Read all emails received by Commissioners prior to meeting or put in meeting materials online.

We request that you implement these guidelines prior to your next Wilmette Park Board meeting on May 11 as well as any upcoming committee meetings. We also request that you include this email and our email to you prior to the last Park Board meeting in your meeting materials online and acknowledge them in the Communications and Correspondence section of your next meeting.

We commend the Wilmette Park District staff and Park Board for continuing to work on important Park District business during this unprecedented time, including providing various remote programming to the community.

Sincerely,

Nancy Hoying and Cindy Levine  
Co-Presidents, LWV-Wilmette