POLICY STATEMENT:

The Forest Preserve District of Cook County (*the "District"*) recognizes that: **(1)** proper names are essential locational tools and navigational aids for a predictable, manageable and orderly environment and create a 'sense of place'; **(2)** names are the beginnings and ends of journeys or destinations; **(3)** names are place markers and focal points through symbolism, association and remembrance; and **(4)** names may have powerful positive meanings for people and provide opportunities to promote community harmony.

Most of the named District property, facilities, natural areas, and other public places that currently exist reflect the District's rich and diverse heritage. To safeguard the District's prestige and heritage this policy has been adopted for all permanent naming or renaming opportunities.

PURPOSE:

The purpose of this policy is to: **(1)** Establish the District's Naming Committee; **(2)** Provide guidance and direction in the naming and renaming of District property, facilities, natural areas, and other public places; and **(3)** Ensure an inclusive, consultative, and transparent naming and renaming process that enjoys public support and which will stand the test of time.

AFFECTED AREAS:

This policy governs the Naming Committee and all permanent naming and renaming opportunities. This policy does not govern temporary naming recognition opportunities. For more information about temporary naming/renaming opportunities please refer to the District Fundraising Policy.

DEFINITIONS:

Permanent Naming/Renaming Opportunity: Permanent naming/renaming District opportunities: **(1)** are non-sponsorship and non-fundraising related opportunities; **(2)** are permanent and do not expire; and **(3)** are opportunities that comply with this policy.

This includes: **(1)** official named District properties, such as the names of specific preserves (*i.e. McCormick Woods, Dan Ryan Woods, etc.*), trails, lakes, new District acquisitions, and nature centers (*i.e. Little Red School House*); and **(2)** other District property that has already been officially named by the Board of Commissioners per the September 11, 2018 Naming Committee Report.

PROCEDURE/PROCESS:

1) The Naming Committee:

a. Composition: The Naming Committee is comprised of individuals appointed by the General Superintendent, and/or their assigned designees. There shall be, at a minimum, seven members on the Naming Committee. A quorum shall be required to conduct standing committee meetings. A quorum shall represent one-third of the committee's membership.

Non-District employees may also be assigned or removed from the Naming Committee at the discretion of the General Superintendent, and/or his/her designee, and/or the President. Such non-

District employees may include, but shall not be limited to, members of the Conservation & Policy Council, the Forest Preserve Foundation, partner organizations, and/or volunteer stewards.

b. **Reporting Structure**: The Naming Committee shall report directly to the General Superintendent and/or his/her designee.

c. **Committee Process:**

Step 1: The Naming Committee receives requests and subsequent request application materials.

Step 2: The Naming Committee reviews the request, in consultation with the applicant if necessary.

Step 3: The Naming Committee shall make a decision based on a majority vote of committee members.

Step 4: If the item is not approved, the Naming Committee will notify the applicant within thirty (30) business days.

Step 5: If the item is approved, the Naming Committee will submit its recommendation to the General Superintendent for review and consideration.

Step 6: Upon the General Superintendent's approval the recommendation will be included as a board item at the next Board of Commissioner meeting.

d. **Committee Meetings**: The Naming Committee shall meet a minimum of twice a year, and/or as scheduling permits.

e. **Public Comment Period**: Public comment shall be solicited by the District prior to the Board of Commissioners voting on any District recommendation to permanently name and/or rename a District property. The District shall seek such comment, at a minimum, thirty (30) days prior to the Board of Commissioners voting on said District recommendations.

This will include the District:

1. Making a notification, and allowing for public comment, on the District website and social media accounts; and

2. Placing an advertisement in local newspapers. The advertisement shall: **(1)** Inform the general public about the naming/renaming proposal being considered by the Board, and **(2)** Provide a link to the District website so that the public may have an opportunity to comment on the naming/renaming proposal.

The District may also host countywide and/or local town hall meetings for public comment on any recommendation to name/rename a District property permanently prior to the Board of Commissioners voting on any District recommendation to permanently name and/or rename a District property.

2) Naming Policies & Procedures:

a. **Permanent Naming Policy**: In all cases, the District will ensure that naming opportunities will not be in conflict with or run counter to the District's mission and goals.

b. **Restriction:** Under no circumstances should either temporary or permanent recognition:

1. Be affixed to cultural or natural resources (*other than dirt or grass*) of the site or located where they would intrude on the historic or natural character of the area; and/or

2. Suggest in any way the endorsement of the District.

c. **Preference & Top Priority Policy:** It is the District policy to give preference and top priority to naming/renaming of District property based on natural, cultural, ecological, or historical significance, which include the promotion of the local heritage, history, traditions, and/or reflect local geography and character.

d. **Categories of Names That Should Be Avoided**: Proposed names should not include any of the following: **(1)** Offensive or insensitive names; **(2)** Linguistically corrupted or modified names; and/or **(3)** Names of living persons.

e. **Commemorative Naming of Individuals Guidelines**: It is the District policy to give preference and top priority to naming/renaming of District property based on natural, cultural, ecological, or historical significance. However, the District may name/rename its property after individuals, but only in extremely rare occasions. Commemoration of individuals through the permanent naming of District properties should be carefully considered and the following direction applied:

1. The District will only honor and commemorate noteworthy persons closely affiliated with the District;

2. When a person's contributions have significantly advanced the mission of the District and are so significant and long lasting that it is appropriate to weave that person into the District's history – whether through naming or incorporation of the person and their contribution into cultural interpretation;

3. Reasonable care and consideration should be given to determine if the individual's merit and/or ccontribution can stand the test of time;

4. The District shall only honor and commemorate individuals that have been deceased after five years or more; and,

5. Commemorative naming opportunities shall be commensurate with the contributions of the person being honored and having regard to the person's achievements.

f. **Honorary Naming Policy**: In the rare occasions in which the District may name/rename a District property after an individual, the District shall affix the individual's name in an honorary capacity, as described in the District "Signage & Wayfinding Master Plan" and companion "Sign Manual & Standards."

3) **Sole Power:** The District maintains the exclusive right to name and/or rename any District property at its own sole discretion, and to reject any proposed name change at its sole discretion.

4) **Renaming Policies & Procedures:**

a. **Renaming Criteria Policy:** The District will only consider renaming a District property on limited and very rare occasions. Such occasions may be made when one or more of the following criteria have been established or met:

1. Acquired property that the Board of Commissioners did not name;

2. There are duplicate, or confusing, named District properties;

3. Renaming would more adequately support the District's goal to not discriminate against visitors to the District on the basis of race, color, religion, sex, age, national origin, disability, marital status, sexual orientation, gender identity, military status or any other legally protected status; and,

4. The individual, for whom the District property has been named, has been found guilty of a crime related to fraud, corruption, and/or other similar act(s).

5) **Naming & Renaming Request Standards:** Individuals seeking to name or rename a District property should complete the District "***Permanent Naming Request Application Form***" as referenced in **Appendix A** in this policy.

RESPONSIBILITY:

Naming Committee: The duties of the Naming Committee shall include: **(1)** reviewing all requests for permanent naming, as well as renaming opportunities, so as to ensure that requests comply with this policy; and, **(2)** presenting its recommendations to the General Superintendent.

Office of the General Superintendent: The Office of the General Superintendent shall: **(1)** establish and publish District policies; **(2)** appoint members of the Naming Committee; **(3)** review all recommendations from the Naming Committee; and **(4)** if appropriate, submit recommendations from the Naming Committee to the Board of Commissioners for review and consideration.

Board of Commissioners: The Board of Commissioners retains the responsibility of selecting names for all District buildings and other District property. The General Superintendent will put forward recommended names for a District building or other District property to the Board of Commissioners for approval.

TRAINING REQUIREMENTS:

1) All other relevant/necessary District staff should be trained on this policy.

COMMUNICATION PLAN:

1) This policy should be distributed to all relative/necessary staff.

2) This policy should be distributed to any individual who requests to name/rename a District property.

3) This policy should be added to the District shared drive, intranet, and website.

REFERENCES:

Forest Preserve District of Cook County
Title 2: Signs & Billboards (FPDCC Code Section 2-3-6)

Forest Preserve District of Cook County
Title 3: Advertisements (FPDCC Code Section 3-3-8)

Forest Preserve District of Cook County
Fundraising Policy

Forest Preserve District of Cook County
Signage Master Plan and Sign Manual and Standard

Forest Preserve District of Cook County
Origins of Names and Histories of Places Manual

POLICY LEAD: Anthony D. Tindall
Policy & Sustainability Manager

APPROVAL: Arnold Randall
General Superintendent

POLICY HISTORY:

Approved: 05/26/2015
Revised: 04/15/2016 **Revised:** 01/31/2018 **Revised:** 06/13/2018
Revised: 09/17/2018 **Revised:** 12/18/2018 **Revised:** 12/14/2021

Adopted by the Forest Preserves Board of Commissioners: 09/24/2019

If you have questions, comments, or suggestions concerning District policies, please contact:

Forest Preserve District of Cook County
Office of the General Superintendent
69 W. Washington St., Suite 2040, Chicago, IL 60602
Email: FPD.Policy@cookcountyil.gov

APPENDIX A:
Permanent Naming Request Application Form
Forest Preserves of Cook County

"*To acquire, restore and manage lands for the purpose of protecting and preserving public open space with its natural wonders, significant prairies, forests, wetlands, rivers, streams, and other landscapes with all of its associated wildlife, in a natural state for the education, pleasure and recreation of the public now and in the future.*"

Mission Statement of the Forest Preserves of Cook County

Instructions: External Individuals or entities seeking to name/rename a Forest Preserves of Cook County (the "Forest Preserves") property need to provide all requested/required documentation within the application. Completed applications are to be returned to the Office of the General Superintendent. Applications will be reviewed by the Forest Preserves Naming Committee and if approved by the Naming Committee and the General Superintendent, the request will be forwarded for review and consideration to the Board of Commissioners. The Forest Preserves reserves the sole exclusive right to name its properties at its sole discretion.

Staff Contact:

Attn: Pam Sielski
Forest Preserves of Cook County
Phone: 708-771-1355
pamela.sielski@cookcountyil.gov
536 N. Harlem Ave., River Forest, IL 60305

or

Attn: Michelle Uting
Forest Preserves of Cook County
Phone: 708-771-1157
michelle.uting@cookcountyil.gov
536 N. Harlem Ave., River Forest, IL 60305

Requirements: All requestors should complete this application form and submit the following attachments:

Attachment 1: Explain in detail: **(1)** why you are seeking to name/rename this Forest Preserves property, and **(2)** how naming/renaming the Forest Preserves property aligns with the Forest Preserves Permanent Naming Policy.

Attachment 2: Requests to name/rename Forest Preserves property after an individual should include: **(1)** a detailed description of who the individual was; **(2)** the person's affiliation with the Forest Preserves, and **(3)** any other details that would support the request.

Attachment 3: A letter of support from one of the following elected/appointed officials: a member of the Board of Commissioners; the local Mayor; local City Council Member; and/or, a City of Chicago Alderman. Multiple letters of support are strongly encouraged; **and**

Attachment 4: Letters of support from one, or more, of the following community members: local businesses; local religious leaders; local corporate, community, or civil entities; and/or leaders in the region, *and/or* of a prominent stature. Multiple letters of support are strongly encouraged.

Attachment 5: Description/map showing location and boundaries.

APPENDIX A:
Permanent Naming Request Application Form Continued
Forest Preserves of Cook County

CONTACT INFORMATION:

1. Name of Individual(s) Making Request:_____
2. Name of Entity (if applicable) Making Request: _____
3. Address, City, State, Zip:_____
4. Phone:_____
5. Email:_____

NAMING/RENAMING INFORMATION:

6. Property To Be Named:_____
   - Location:_____

7. Property To Be Renamed (*if applicable*):_____
   - Location: _____

8. Proposed Name/Name Change:_____

9. Is This Proposed Name: *(Please check all that apply)*

   - Aligned with the Forest Preserves mission: _____
   - Historically Significant: _____
   - Based on a Specific Theme
     (Land features, plants & animals, geography, cultural): _____
   - Is the proposed name in conflict, in any way,
     with the Forest Preserves Permanent Naming Policy: _____
     If yes, please explain: _____
     _____
     _____
     _____
     _____
     _____

10. Please provide any other additional information pertinent to this request:
    _____
    _____
    _____
    _____
    _____
    _____
    _____

_____	_____	_____
Print Name	**Signature**	**Date**