

**CITY OF GLADSTONE**  
**PARKS AND RECREATION ADVISORY BOARD**

**MISSION:**

"Our mission is to provide safe, efficient, quality recreational opportunities."

**ARTICLE 1. PURPOSE.**

These bylaws are adopted by the City of Gladstone Parks and Recreation Advisory Board, hereinafter called the "Board", for the orderly conduct of its meetings, as outlined in the City of Gladstone Ordinance 486.

**ARTICLE 2. MEMBERSHIP.**

Sec 2.1. Composition.

1. The Board shall consist of seven members who shall be appointed by the City Commission.
2. The Director of Parks and Recreation shall serve as a nonvoting permanent member.

Sec 2.2. Eligibility.

1. A person shall *not be eligible* for appointment to the Board if:
  - a. they hold any public office, elective or appointive under the City Charter; or
  - b. if they do not meet the eligibility requirements for holding public office as provided in the City Charter.

Sec 2.3. Compensation.

Members of the Board shall serve without compensation.

Sec 2.4. Terms.

1. All members of the Board, other than the Director of Parks and Recreation, shall serve a term of three years.
2. New members shall be appointed in staggered terms so that reappointment or replacement members shall serve full three-year terms with different expiration dates.

#### Sec 2.5. Attendance.

A board member who is absent for three (3) consecutive regular meetings or one-third of all regular meetings in a "rolling" twelve-month timeframe automatically vacates the member's position. This does not apply to:

- an absence due to illness or injury of the board member.
- an illness or injury of a board member's immediate family member, or
- the birth or adoption of the board member's child for 90 days after the event.

The board member must notify the Parks and Recreation Director of the reason for the absence no later than the date of the next regular meeting of the board. Failure to notify the liaison before the next regular meeting of the board will result in an unexcused absence.

#### Sec 2.6. Vacancies.

Vacancies that occur before the expiration of any office terms shall be reported by the Board to the City Commission and shall be filled by appointment for the unexpired term.

### **ARTICLE 3. RESPONSIBILITIES.**

#### Sec 3.1. The Board.

1. Shall act solely in an advisory capacity to the City Commission and the Director of Parks and Recreation.
2. At the first meeting of the year, the Board shall elect one of its members as chairman and such other officers as the members deem necessary.
3. Shall review and from time to time make recommendations to the City Commission relative to the improvement of existing and the development of new parks and recreation programs.
4. Shall establish reasonable rules and regulations for the protection of rights and property vested in the city and under control of the parks and recreation department for the use, care, maintenance and management of all parks, public lands and waters in and adjacent to the city.
5. Shall make sure the rules, regulation and ordinances governing the parks, public land and waters of the city are adequately enforced.

6. Shall develop on an annual basis at the February meeting a fee schedule for parks and recreation activities which it shall recommend for adoption by the City Commission as part of their annual budgetary process.
7. Shall recommend to the City Commission the adoption of a schedule of activities which require a permit on both an annual and daily basis.
8. Shall adopt by resolution a list of recreational activities which can only be done within the city parks and recreation system after the issuance of the appropriate permit.
9. The Board and its members shall not incur any expense or create any obligation or liability upon the city. If any expenditure on city funds may be required in connection with the functioning of the Board, prior approval of such expenditure shall first be obtained from the city commission.
10. A member of the Board shall assist in the interview and selection process for the Parks and Recreation Director.

#### Sec 3.2. The Chairperson.

1. Shall retain his or her ability to discuss, make motions and vote on issues before the Board.
2. Shall preside at all meetings with all powers under parliamentary procedure; utilize Roberts Rule of order.
3. Shall restate all motions as pursuant to Article 4, Section 4, of these Bylaws.
4. Shall appoint committees.
5. Shall appoint officers of committees or choose to let the committees select their own officers.
6. May call special meetings pursuant to these Bylaws.
7. Review with the Parks and Recreation Director, prior to a Board meeting, the items to be on the agenda if he or she chooses.
8. Periodically meet with the Parks and Recreation Director and/or other Parks and Recreation Department staff to review Parks and Recreation Department operations, procedures, and to monitor progress on various projects.
9. Act as the Board's and Parks and Recreation Department's chief spokesman and lobbyist to represent the Board at local, regional, and state government levels.

## **ARTICLE 4. MEETINGS.**

### Sec 4.1. Regular Meetings.

Meetings of the Board shall be held the first Tuesday of every month at 6:30 pm at the Parks and Recreation Department office. If there is a change in the schedule of the regular meetings of the Board, there shall be posted within three days after the meeting at which the change is made, a Public Notice stating the dates, times, and place.

### Sec 4.2. Special Meetings.

Special Meetings shall be called in the following manner:

- a. By the Chairperson
- a. Notice of special meetings shall be given to the Parks and Recreation Director at least forty-eight (48) hours prior to such a meeting and shall state the purpose, time, day, month, date, year, and location of the meeting.

### Sec 4.3. Recess.

The Chairperson, after the meeting has been in session for two hours, shall suspend the Board's business and evaluate the remaining items on the agenda. The Board shall then decide to finish that meeting agenda or postpone certain agenda items to the next meeting.

### Sec 4.3. Quorum.

Four (4) voting members regardless of whether vacancies exist or not, shall constitute quorum for the transaction of business and taking official action for all matters before the Board. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.

### Sec 4.4. Motions.

Motions shall be restated by the Chairperson before a vote is taken.

#### Sec 4.5. Voting.

Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a member of the Board and shall be recorded by “yes” or “no”. Members must be present to cast a vote. Voting by proxy shall not occur. The affirmative vote of a majority of those present or a quorum, whichever is greater, shall be necessary for the adoption of motions.

Members who have a known conflict of interest shall abstain from voting on conflicting matters.

#### Sec 4.6. Parliamentary Procedure.

Parliamentary procedure in Board meetings shall be informal. However, if required to keep order, Board meetings shall then be governed by Roberts Rules of Order Newly Revised (10th Edition, Perseus Publishing, New York, 2000) for issues not specifically covered by these bylaws. Whereas these Bylaws conflict or are different than Roberts Rules of Order, then these bylaws control.

#### Sec 4.7. Public participation.

All regular and special meetings, hearings, records, and accounts shall be open to the public.

1. Public comment on all items should be presented at the beginning of the meeting as provided during the agenda item for public comment. Public comments are at the beginning of the meeting so the Board can hear concerns and questions before acting on an issue. Those making public comments are expected to be familiar with the issue and have prepared comments ahead of time. To help the public in preparing for the meeting, any written material shall be made available without cost for members of the public asking for a copy prior to the meeting.
2. The Chairperson may limit the amount of time allowed for each person wishing to make a public comment at a Board meeting.

#### Sec 4.8. Agenda.

The Parks and Recreation Director, or designee, shall prepare an Agenda for each meeting and the order of business shall be as follows:

1. Call to order
2. Roll call
3. Public Comment
4. Approval of Minutes
5. Unfinished Business
6. New Business
7. Director's Report
8. Board Member Reports and Comments
9. Adjournment

#### Sec 4.9. Delivery of Agenda.

The agenda and accompanying materials shall be emailed to Board members, so it is reasonably expected to be received on the Thursday prior to the meeting date.

#### Sec 4.10. Placement of Items on the Agenda.

1. The Parks and Recreation Department shall be the office of record for the Board.
2. The deadline to add items to the Board's meeting agenda shall be seven business days prior to the next regularly scheduled Board meeting.
3. Special consideration shall be given to agenda requests made after the deadline to accommodate priority schedules.

### **ARTICLE 5. RECORDS.**

#### Sec 5.1. Minutes and Record.

A record of Board meetings, which, shall include the following:

1. Copy of the meeting posting.
2. Copy of the minutes, and all its attachments which shall include:
  - a. A summary of the meeting, in chronological sequence of occurrence:

- b. Time and place the meeting was called to order.
- c. Attendance
- d. Indication of others present (listing names if others choose to sign in and/or a count of those present).
- e. Summary or text of points of all reports given at the meeting, and who gave the report and in what capacity. An alternative is to attach a copy of the report if offered in writing.
- f. Summary of all points made in public participation or at a hearing and an indication of who made the comments. An alternative is to attach a copy of the public's statement, petition, or letter if it is provided in written form.
- g. Full text of all motions introduced, whether seconded or not, who made the motion and who seconded the motion. For each motion, the following should be included:
  - i) Who testified and a summary of what was said.
  - ii) A statement of what is being approved.
  - iii) What exhibits were submitted (if any).
  - iv) What evidence was considered (summary of discussion by members at the meeting).
  - v) The decision (e.g. approve, deny, approve with modification).
- h. Who called the question.
- i. The type of vote and its outcome.
  - i) If a roll call vote, indicate who voted yes, no, abstained or a statement the vote was unanimous.
  - ii) If not a roll call vote, then simply a statement: "the motion passed/failed after a voice vote."
- j. That a person making a motion withdrew it from consideration.
- k. All the Chairperson's rulings.
- l. All challenges, discussion and vote/outcome on the Chairperson's ruling.
- m. All parliamentary inquiries or point of order.
- n. When a voting member enters or leaves the meeting.
- o. When a voting member or staff member has a conflict of interest and when the voting member ceases and resumes participation in discussion, voting and deliberations at a meeting.

- p. Full text of any resolutions offered
  - q. Summary of announcements.
  - r. Summary of informal actions, or agreement on consensus.
  - s. Time of adjournment.
3. Records of any action, support documents, maps, photographs, correspondence received, attached as an appendix to the minutes.

#### Sec 5.2. Retention.

Board records shall be preserved and kept on file according to the following schedule:

- a. Minutes, other records of decisions, Board or department publications: Permanent.
- b. Correspondence: Permanent.

### **ARTICLE 6. COMMITTEES.**

#### Sec 6.1. Ad Hoc Committees.

The Board or Chairperson may establish and appoint ad hoc committees for special purposes or issues, as deemed necessary. Less than a quorum may serve on an ad hoc committee at any given time.

#### Sec 6.2. Citizen Committees.

The Board, Chairperson, or Parks and Recreation Director may establish and appoint citizen committees with the consent of the Board. Membership can be any number, so long as less than a quorum of the Board serves on a citizen committee at any given time. The purpose of the citizen committee is to have more citizen and municipal government involvement, to be able to use individuals who are knowledgeable or expert in the issue before the Board and to better represent various interest groups in the City of Gladstone.

### **ARTICLE 9. RULES OF PROCEDURES FOR ALL COMMITTEES.**

#### Section 9.1. Subservient to the Board.

All committees are subservient to the Board and report their recommendations to the Board for review and action. The Board can overrule any action of any committee.



Sec 9.2. Same Principles.

The same principals of these Bylaws for the Board also apply to all committees of the Board.

**ARTICLE 10. OTHER MATTERS TO BE CONSIDERED BY THE BOARD.**

Board Action. The following matters shall be presented for consideration at a meeting of the Board:

- a. At least annually, the adoption of priorities for the Board's plan of work.
- b. Annually, preparation of an annual report of the Board.
- c. Office, or Administrative Policy.
- d. Such other matters as the Director shall find advisable or essential to receive consideration by the Board.

**ARTICLE 11. ADOPTION, REPEAL, AMENDMENTS.**

Upon adoption of these Bylaws, they shall become effective and all previous Bylaws shall be repealed.

- The Board may suspend any one of these Bylaws, for a duration of not more than one agenda item or meeting.
- These Bylaws may be amended at any regular or special meetings by a two-thirds ( $\frac{2}{3}$ ) vote of the appointed members.
- Proposals to amend these Bylaws may be made at a regular meeting of the Board. However, the final vote on proposed amendments shall be delayed until the next regular meeting of the Board.

**Parks & Recreation Advisory Board Recommendation for Adoption:**

\_\_\_\_\_  
(Date)

**City Commission Adoption:**

\_\_\_\_\_  
(Date)