

Bylaws for the

Willard, Missouri Park and Recreation Advisory Board

Article I. **NAME OF THE BOARD**

This Board shall be called the Willard, Missouri Park and Recreation Advisory Board, to serve as the Park Board for the City.

Article II. **PURPOSE OF THE BOARD**

The purpose of the Willard, Missouri Park and Recreation Advisory Board is to provide recreation opportunities and facilities for all residents of Willard. They shall be vested with the power, duties, and obligations necessary to accomplish this purpose. They shall be charged with advisory ability to the City of Willard Board of Aldermen for the recreation programs and park facilities under their direction.

Article III. **MEMBERSHIP**

Section 1 The membership of the Board shall be seven members appointed by the Mayor, with the approval of the Board of Aldermen. Board members shall hold office for three years or until their successor is appointed.

Section 2 Five (5) members to be chosen from the citizens of the city at large with reference to their fitness for such position, up to two (2) members may be chosen from outside the city limits but within five (5) miles and not in any other city.

Section 3 No member of the Park and Recreation Advisory Board shall be a member of the municipal government. Board members shall serve without salary or compensation, but shall be entitled to documented expenses for mileage, per diem and expenses.

Section 4 Vacancies occasioned by removal, resignation or otherwise, shall be reported to the Board of Aldermen, and shall be filled in like manner as original appointments, for the unexpired term of said member.

Article IV. **OFFICERS**

Section 1 The officers of this Board shall be a President, Vice President and a Secretary. The officers shall be elected at the organization meeting in June to serve for one year or until a successor shall be elected.

Section 2 The Park and Recreation Advisory Board shall make and adopt Bylaws, rules and regulations for its own guidance, proceedings, as may be expedient not inconsistent with Ordinance No.: 120213 adopted by the City of Willard Board of Aldermen on February 13, 2012.

Article V. MEETINGS

Section 1 Regular meetings shall be held the last Thursday of each month during the year unless otherwise agreed upon by the Board.

Section 2 Special meetings may be called by the President or on the request of at least three (3) members.

Section 3 All regular meetings are to be held at the Willard City Hall.

Section 4 The meetings shall convene at 7:00 p.m. unless otherwise agreed.

Section 5 The first regular meeting in June of each year shall be called the organizational meeting. The purpose of this meeting shall be the election and installation of officers, reviewing the inventory report, and other business that may need to come before such meetings.

Section 6 A simple majority of the current sitting members of the Park and Recreation Advisory Board shall constitute a quorum at any regular or special meeting.

Section 7 All meetings are open to the public pursuant to Missouri Law.

Section 8 Meetings shall be conducted by the President and in accordance with procedures prescribed in the Bylaws and decisions reached only after full consideration and debate on the issue in question. All procedures shall be in compliance with the State of Missouri Sunshine Law.

Section 9 The following shall be the order of business of the Park and Recreation Advisory Board, but the Rules of Order may be suspended and any matters considered or postponed by action of the Board.

Order of Business:

1. Call to order

2. Roll call
3. Agenda Amendments/Approval of Agenda
4. Approval of minutes of last regular meeting and of any special meetings held subsequently
5. Citizens Input
6. Approval of Financial Statements
7. Program Budgets
8. Directors Report
 - a. Sports Report
 - b. Aquatics Report
9. Reports of Standing Committees
 - a. Finance and Programs Committee
 - b. Buildings, Grounds, and Equipment Committee
10. Old Business
11. New Business
12. Adjourn Meeting

Article VI. DUTIES AND RESPONSIBILITIES OF THE BOARD

Section 1 General Duties and Responsibilities

- a. Be responsible for the improvement, supervision, care and custody of the following parks, including all facilities located within that park or any future park: Highline Soccer Park, Miller Farm Park, Jackson Street Park and Willard Sports and Recreation Complex.
- b. Interpret the recreation and park services of the department to the community and interpret the needs and desires of the community to the Board of Aldermen.
- c. Determine and establish the general policies to be followed in carrying out the purpose for which the Board was established.
- d. The Park and Recreation Advisory Board will solicit, evaluate, and interview potential employees for the position of Parks and Recreation Director, at the direction of the Board of Aldermen, and present the top three candidates to the Board of Aldermen for final selection.
- e. Periodically evaluate:

1. The progress of acquisition and development programs
 2. The effectiveness of recreation programs
 3. The level of maintenance of park areas
 4. The work of employees responsible to the park service
- f. Aid in coordinating the recreation services and programs of other agencies, both public and private, providing recreation in the community.
- g. Recommend to the Board of Aldermen to either accept or reject, after due consideration, all private donations in any form in accordance with that which the Board believes is in the best interest of the citizens of the City of Willard.

Section 2 Financial Duties and Responsibilities

- a. The Park and Recreation Advisory Board shall present to the Board of Aldermen an annual budget sufficient to finance the program of recreation and parks the Board deems necessary for the welfare of the residents of the City of Willard. The budget shall be submitted to the Board of Aldermen at the time designated by the Council to hear the requests.
- b. The Board shall annually recommend to the Board of Aldermen a budget for capital improvements (acquisition and development) in accordance with the Master Plan for Parks and Recreation for the City.
- c. The Board shall recommend for approval to the Board of Aldermen all bills and necessary expenditures. All purchase requests shall be first submitted to the Park Board for approval to submit to the Board of Aldermen. All moneys shall be deposited in a separate account to the credit of the Willard Park and Recreation for the City and shall be kept separate and apart from all other moneys and accounts of the City of Willard, Missouri.

Section 3 Planning Duties and Responsibilities

- a. Prepare a master plan for the acquisition and development of an adequate system of parks, facilities and recreation programs for the residents of the City of Willard.

- b. Investigate and determine the needs and interests of the community for recreation facilities and programs. To develop a recreational program to meet those needs.

Article VII. DUTIES OF OFFICERS

Section 1 President:

- a. The President shall preside at all meetings of the Board. The President shall appoint all committees, represent the Board at public affairs and shall maintain the dignity and efficiency of the Board in all possible ways. He/She shall perform the other duties ordinarily performed by that office.
- b. The President shall prepare or cause to be prepared a manual for each member of the Board including the following information:
 - 1. Copy of ordinance authorizing the Park and Recreation Board
 - 2. Bylaws of the Board
 - 3. List of fees and charges used by the department
 - 4. Copy of last year's expenses
 - 5. Copy of current annual budget
 - 6. Site plans of each park area owned and operated by the City and a list of their facilities and equipment
 - 7. Salary schedules for employees
 - 8. Agreements in writing for use of any area or facility not owned by the City
 - 9. Other reports that may be submitted to the Board
 - 10. Any other information helpful in acquainting new board members of the procedures and operation of the Board

Section 2 Vice President:

- a. The Vice-President shall preside over meetings upon the absence of the President.
- b. The Vice-President should assist the President with any and all duties he/she deems necessary.

Section 3 Secretary:

- a. The Secretary shall perform the usual duties pertaining to the office. The Secretary shall keep or cause to be kept a full and true permanent record of all meetings of the Board. This includes regular and special meetings plus reports of standing committees. The Secretary shall issue or cause to be issued notices of regular and special meetings. All records shall be submitted to the City Clerk as custodian of documents.

Article VIII COMMITTEES

Section 1 Standing Committees; there shall be two standing committees.

- a. Finance and Programs Committee
- b. Buildings, Grounds, and Equipment Committee

Section 2 Appointment of Committees

- a. The Standing Committees shall be appointed by the President of the Board at the annual meeting or as soon thereafter as possible and serve until their successors are appointed and qualified.

Section 3 Personnel of Committees

- a. Each committee shall consist of no more than three members of the Board.
- b. Each committee shall elect one member to serve as Chairman of the committee.

Section 4 Committee Reports

- a. A record of the actions of each committee shall be kept by the Chairman of said committee and shall be reported in writing to the Board at its next meeting for action by the Board.

Section 5 Duties of the Finance and Programs Committee:

- a. This committee shall recommend fees and charges to be used, and shall be responsible for submitting information to be used in preparation of the budget.
- b. The Community Services Director shall be a member of this committee.

- c. This committee shall exercise supervision over all recreation programs within the park system. They shall also plan a program of recreation based on the expressed needs and interests of the community residents and recommend to the Park and Recreation Advisory Board those programs which they feel should be implemented within the available finances and facilities of the Board.

Section 6 Duties of the Buildings, Grounds, and Equipment Committee:

- a. This committee shall exercise supervision over care and control of all buildings, grounds, and equipment, within the park system.
- b. The Director of Development for the City of Willard shall be a member of this committee.
- c. The committee shall investigate and determine the need for new facilities, equipment, or renovation of existing buildings and equipment and for expansion and improvement.
- d. This committee shall prepare a master plan for acquisition and development of park areas, and make the best possible use of all land under the control of the Board.
- e. Landscaping and beautification shall also be charged to this committee. Parking lots, location of new facilities, etc. shall be finalized by this committee for approval by the Park and Recreation Advisory Board before presentation to the Board of Aldermen.

Article IX REMOVAL OF BOARD MEMBER

Section 1 When a member has been absent or has not performed the duties of that office for three consecutive meetings, that member may forfeit their seat.

Section 2 The Mayor may, with the consent of a majority of all members of the Board of Aldermen, remove any Park and Recreation Advisory Board member for misconduct or neglect of duty. Any member may also be removed by a two-thirds (2/3) vote of all members of the Board of Aldermen, independent of the Mayor's approval or recommendations.

Article X. AMENDMENTS

Section 1 These Bylaws may be amended at any regular meeting of the Park and Recreation Advisory Board by a majority vote of the entire Board, provided previous notice of the nature of any proposed amendment shall have been given at least one regular meeting before the action thereon shall be taken. Bylaws and amendments to the Park and Recreation Advisory Board Bylaws shall be approved by the Board of Aldermen in order to be fully adopted.

These Bylaws were accepted and approved at
the 8/25/16
(Date) Willard Park Board meeting.

Members of the Park and Recreation Advisory Board

Yes

No

Blaine Kennard
Blaine Kennard, President

X

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Valorie Simpson
Valorie Simpson, Vice-President

X

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Billie J. Middleton
Billie Middleton, Secretary

X

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Laurie Pendergrass
Laurie Pendergrass

X

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Samantha Mosier
Samantha Mosier

X

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Vacant

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Vacant

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