

# City of Wylie

## Parks and Recreation Board Bylaws

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### **ARTICLE I. Name**

As authorized by the City Charter, City of Wylie, and City Ordinance No. 78-18. This body shall be known as the Parks and Recreation Board.

### **ARTICLE II. Meetings**

- A. The regular meeting of the Parks and Recreation Board shall be held monthly in the Municipal Complex Council Chambers unless staff determines otherwise.
- B. Special meetings may be called by the Chairperson or at the call of any two members of the Board, provided that notice thereof be given to all Board Members.
- C. A majority of the members shall constitute a quorum at all meetings of the Board.
- D. All agenda items presented for a vote of the Parks and Recreation Board shall be decided by a simple majority of the quorum, including the vote of the Chairperson.
- E. Any member of the Board who misses three consecutive meetings without good cause shall be deemed to have resigned, and the Board will recommend to City Council that a replacement be appointed for the balance of the unexpired term.
- F. The most current edition of Robert's Rules of Order will guide the parliamentary procedure of the Board. The Board is not strictly bound to comply with Robert's Rules of Order.
- G. The Chairperson may request agenda items at least one week before the meeting. Agenda items requested by any member must be submitted and approved by the Chairperson before being submitted to the staff liaison. Any two Board Members (not including the Chairperson) may submit an item to the staff liaison to be placed on the Board Agenda at least one week before the meeting. Agenda items submitted must be made in writing to the staff liaison.

### **ARTICLE III. Officers**

- A. The officers of the Board shall be a Chairperson, Vice-Chairperson, and Secretary (a City Staff member will serve as Secretary).

- B. Officers shall be elected and take office at the first regular meeting after the new Board Members have been appointed and sworn in.
- C. Vacancies shall be handled as follows:
  - a. In the event of the resignation or incapacity of the Chairperson, the Vice-Chairperson shall become the Chairperson for the unexpired portion of the term.
  - b. Vacancies in officers other than the Chairperson shall be filled for the unexpired term by election from the remaining Parks and Recreation Board Members.
- D. The duties of the officers shall be as follows:
  - a. Chairperson:
    - i. Preside at all meetings.
    - ii. Represent the Parks and Recreation Board at public functions.
    - iii. Appoint special committees.
    - iv. Assist Parks and Recreation staff in establishing the agenda for each meeting, as needed.
  - b. Vice-Chairperson:
    - i. Assist the Chairperson in directing the affairs of the Board and act in the Chairperson's absence.
  - c. Secretary:
    - i. The City Secretary's office will record and maintain the minutes. This "Secretary position" will be occupied by a City Staff member, not an official Board position.
    - ii. The Staff Liaison will be responsible for producing the agenda and distributing the agenda and minutes to the Parks and Recreation Board and City Manager. An official record of attendance will be kept in the minutes. ~~The Board will approve a yearly calendar of monthly meetings by the regular December meeting.~~

#### **ARTICLE IV. Board Members**

- A. The City Council appoints Board Members.
- B. No member shall serve on the board for more than three consecutive, two-year terms or six consecutive years, whichever is less, unless extended by the affirmative vote of at least three-fourths of the full membership of the City Council. Except for a board member whose tenure has been extended by the City Council as provided in subsection (b) of this section, a board member who has served three consecutive, two-year terms or six consecutive years, whichever is less, on the board may be reappointed to serve on the board after being off the board for at least one year, and upon reappointment, the board member is eligible to serve another three consecutive terms or six consecutive years, whichever is less. Such board member is eligible, however, for appointment to a different board or commission without waiting. (Per Chapter 78 Section 78-23)

## **ARTICLE V. Committees**

- A. Committees may be appointed for particular purposes by the Chairperson and with the consent of the majority of the Board. All committees will have at least one Parks and Recreation Board member serving on them. These committees are automatically dissolved upon completion of the assignment.
- B. Progress reports and a final report on completion of assignments will be given at each Board Meeting.

## **ARTICLE VI. Powers and Duties of Board Members**

- A. Abide by applicable ordinances of the City of Wylie.
- B. Act in an advisory capacity to the City Council, City Manager, and Parks and Recreation Staff.
- C. Make ordinance and bylaw recommendations.
- D. Assist in planning and guiding the improvement of parks and recreation facilities.
- E. Assist in interpreting the ordinances and functions of the Parks and Recreation Department to the public. Encourage the development and advancement of the Parks and Recreation Department in every possible way.
- F. Provide an opinion on dedications and donations.
- G. Recommend ordinance variance regarding fundraising events.
- H. Advocate the benefits of Parks and Recreation by:
  - a. volunteering assistance at Parks and Recreation Department events.
  - b. participating in public education and information engagements as needed.

## **ARTICLE VII. Amendments**

- A. These by-laws may be amended by a majority vote at any regular meeting, provided all members have been notified of the proposed amendments at least three days before such meeting. Such an amendment would then be subject to approval by the City Council.