

# RECREATION AND PARKS

## ADVISORY BOARD BY-LAWS



Approved by City Council: April 6, 1998


Amended: September 7, 2009

Amended: March 5, 2012

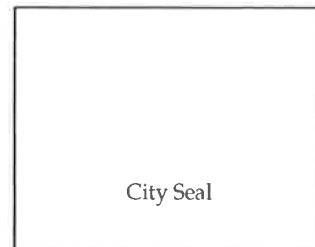
Amended by the City Council: October 1, 2012

Amended by the City Council: April 7, 2021

True Copy Attest:



Kimberly A. Finnemore, City Clerk



City Seal

## PRESQUE ISLE RECREATION AND PARKS ADVISORY BOARD BY-LAWS

### ARTICLE I.

This group shall be called the Presque Isle Recreation and Parks Advisory Board.

### ARTICLE II. MEMBERSHIP

- Section 1.** The Board shall consist of seven (7) members appointed by the City Council.
- Section 2.** Each year, thereafter, in the month of January the City Council shall meet and appoint a new member for a term of four years to succeed the outgoing members.
- Section 3.** In the event of the resignation of any Board member, or his/her death, inability to serve, or absence without acceptable reasons from three (3) regular consecutive meetings, the City Council shall appoint a member to finish any unexpired term.
- Section 4.** The City Manager, Director of Recreation and Parks and the Assistant Director of Recreation & Parks are Ex-Officio members.
- Section 5.** Appointed member of the Board shall continue to serve at the expiration of their term until either a new member has been appointed or the expiration of ninety (90) days from the end of the term, whichever occurs first.
- Section 6.** At the sole discretion of the Presque Isle City Council, up to three (3) additional members may be appointed to serve as an alternate member of the Boards governed by this ordinance. Said members shall be appointed for a set term, equal to the maximum allowed per board. Alternate members shall meet all of the requirements as a regular member except that they may only vote when there is a regular member absent.

### ARTICLE III. QUORUM

Four (4) members of the Board, present in person, one of whom must be an officer of the Board, shall constitute a quorum for the transaction of business at any meeting.

## **ARTICLE IV. MEETINGS**

**Section 1A.** Regular meetings shall be held the second Monday of each month during the year.

**Section 1B.** If a regular meeting falls on a holiday observed by the municipal government then said meeting will be held on the following Wednesday.

**Section 2.** Special meetings shall be called by the Chairperson or upon the written request of at least two members.

**Section 3.** Regular meetings shall convene at 4:00 PM unless otherwise ordered.

**Section 4.** The regular meeting held in January of each year shall be known as the organizational meeting. The purpose of this meeting shall be the election and installation of officers, namely the Chairperson, Vice-Chairperson and Secretary, and other regular business.

## **ARTICLE V. OFFICERS**

**Section 1.** The officers of this Board shall be a Chairperson, a Vice-Chairperson and Secretary who shall be elected at the organizational meeting in January, to serve for one year or until a successor shall be elected.

**Section 2.** These officers shall constitute an Executive Board who shall act in emergencies. In the instance of an emergency, this Executive Board shall meet at any time and place deemed necessary by either officer. Whenever possible, the remaining board members shall be invited to attend.

## **ARTICLE VI. DUTIES OF OFFICERS**

**Section 1.** The Chairperson shall preside at all meetings of the Board; appoint all committees, represent the Board at public affairs; and shall maintain the dignity and efficiency of the Board in all possible ways.

**Section 2.** The Vice-Chairperson shall preside in the absence of the Chairperson.

**Section 3.** The Secretary shall keep a record of the proceedings of the Board and preside in the absence of the Chairperson and Vice-Chairperson.

## **ARTICLE VII. ELECTIONS**

All officers shall be elected by nominations having been made from the floor. A majority vote the quorum shall constitute an election.

## **ARTICLE VIII. COMMITTEES**

**Section 1.** Special committees shall be appointed by order of the Recreation and Parks Board as needed. Such committees shall not necessarily be restricted to members of the Board.

**Section 2.** The Chairperson of any special committee shall be a member of the Board.

## **ARTICLE IX. AMENDMENTS**

The Board may recommend amendment(s) to the By-Laws at any regular or special meeting by a majority vote of a quorum, provided written notice of the proposed amendment(s) has been given to all Board members at least seven (7) calendar days prior to said meeting. Amendment(s) to the By-Laws shall require approval by the City Council.

## **ARTICLE X. DUTIES OF MEMBERS**

The Recreation and Parks Advisory Board, functioning with or without a Recreation Director, has the following obligations:

1. To take an active role in the direction of the Board's activities and to act in whatever capacity he or she may be called;
2. To be loyal in thought and deed to the welfare of recreation and to the community which it seeks to serve;
3. To strive to know the characteristics, wants and needs of the people in the community;
4. To coordinate efforts with those of other recreation groups in the area;
5. To become familiar with the policies of the governing body;
6. To advise on policy, facility and programming decisions;
7. To communicate plans and activities to the City council and City Manager;
8. To increase personal knowledge and expertise in the field of recreation;
9. To promote citizen participation in programs and to distribute information about leisure activities offered in the community;
10. To serve without remuneration.