PARKS AND RECREATION COMMITTEE

BYLAWS

DATE: **Feb 15, 2022**

SECTION I. PURPOSE: It is the intent of the Bylaws to prescribe the organization of the City of Bryant Parks and Recreation Committee to establish orderly, equitable, and expeditious procedures for the conduct of its affairs to the end that all may be informed and the public well served.

SECTION II. THE COMMITTEE: The original Parks Commission was first established on July 20, 1992. The membership of the Committee was first established on July 23, 2007, by Ordinance No. 2007-30, City of Bryant, Arkansas.

A. Committee Membership and Terms

(1) Membership shall consist of eight (8) members. There will be two (2) Committee members for each Ward (1, 2, 3, and 4). Each Ward shall be identified as Committee member Position one (1) and two (2).

2) Members of the Parks and Recreation Committee shall be named and appointed by the Mayor and confirmed by the City Council. Members who are appointed to fill vacancies for terms, which have not expired, shall join the Committee at the next meeting following their appointment and confirmation. All members of the Committee whose terms may expire shall serve until their successors in office have been appointed and confirmed.

3) Per Ordinance No. 2007-30, Section 15: Parks Committee members who miss three (3) or more meetings during any one calendar year, except for excused illnesses or absences, may be replaced. The City Council may consider excessive absenteeism as cause for removal. A Parks Committee member may be removed by a two-thirds (2/3) vote of the City Council.

4) Terms of the members of the Parks and Recreation Committee shall be four (4) years. The initial appointment of Parks Committee members shall be staggered two (2) and four (4) years for an eight-member committee.

B) Parks Committee Emeritus Status

1) Definition: There shall be a category of committee member known as a committee member emeritus who is nominated and elected by the Parks Committee. Committee members emeritus shall be selected from those current or former committee members who have served with distinction and excellence. The Mayor will appoint a regular committee member from the ward and position of the emeritus member elected by the committee.

2) A committee member emeritus shall be entitled to receive all written notices and information which are provided to the committee, A committee member emeritus shall not be subject to any attendance policy counted in determining if a quorum is present at a meeting, entitled to hold office, or entitled to vote at any committee meeting. The

3) Election: Annually, with the recommendation of the Mayor, City Council Person or Parks Committee Member, The Parks Committee Chair will present the nomination(s) along with supporting statements to the Parks Committee for its consideration. A simple majority vote of directors at a meeting at which a quorum is present is sufficient to approve an appointment.

B. The Chairperson

(1) The election of the Chairperson shall be held at the first Committee meeting of each calendar year.

(2) Nominations shall come from the floor and officers shall be elected to office by a simple majority of Committee members. Voting on election of Chairman in which there is a contest shall be by secret ballot.

(3) The office of Chairperson shall be filled for terms of one year each.

(4) The Chairperson shall preside at all meetings and hearings of the Committee. In the event of the absence or disability of the Chairperson, the person with the most seniority of the Committee shall preside.

(5) The Chairperson shall present to the Committee for its approval the names of all persons appointed to sub-committees. The Chairperson shall designate one member of such sub-committee to serve as the sub-committee chairperson.

(6) The Chairperson shall sign all approved minutes, and when authorized, other documents on behalf of the Committee.

(7) The Chairperson and Parks Director shall work with the Office Manager to prepare the agenda for each meeting.

C. Ex-Officio

The Mayor shall assign an advisor/liaison from the City Council and such other staff assistance from the City staff as deemed necessary for the Committee to work. The staff's appointment, promotion, demotion or removal shall be subject to the same provisions of law as governed by other employees of the City. The City Council shall, in the manner provided by law, budget or contract for services necessary to carry out functions of the Park and Recreation Committee.

(1) City Council Liaison for Parks: With respect to the operations of the Committee, the duties of the Liaison shall include, but not be limited to the following:

(a) Advise the Committee on furnishing information to the public and other agencies

(b) Advise City Council concerning the intent & desire of the Committee and the Committee concerning the intent and desire of the City Council.

(c) Advise the Committee on whether or not submissions comply with municipal regulations, standards, and policies

(d) Advise the Committee on the effect of such items on adjacent property and community relations

(e) Attend all meetings and gatherings conducted under the auspices of the Committee

(2) Executive Secretary: The Director of Parks and Recreation shall perform the duties of executive secretary to the Committee and shall be in attendance at all meetings of the Parks and Recreation Committee. The Executive Secretary shall be responsible for:

(a) Providing updated status reports of the Parks Department.

(b) The agendas of items to be considered at meetings as prescribed by the Chairperson

(c) Carrying on routine correspondence

(d) Maintaining files of the Committee

(e) Maintaining a record of the Bylaws of the Committee and Current membership of the Committee with their terms of office

(f) Maintaining a record of organization of the Committee and its staff

(g) Serves as Secretary of all sub-committees and provides minutes of each meeting

(h) Preparing the minutes of each meeting and publishing the minutes to the City website attached to the following month's Parks Committee agenda.

SECTION III. PARKS AND RECREATION COMMITTEE PROCEDURES

A. Duties of the Committee:

1. Advocate on behalf of Bryant Parks to residents & Elected Officials.
    a. Provide needed information regarding the role of parks in the quality of life.
    b. Encourage community involvement in obtaining needed resources & future development
2. Intentionally communicate with residents, elected officials and the Department in order to:
    a. Understand concerns & desires regarding Bryant Parks
    b. Communicate those concerns & desires to the Department.
    c. Educate regarding the importance of, direction, and needs of Bryant Parks.
    d. Generate community engagement in any long range or master planning process.
3. Advise the Department & elected officials regarding:
    a. Agreements with partner organizations.
    b. Long range planning & capital improvements.
    c. Advise the Department on operational or other issues brought by the Director or Assistant Director.

B. Day-to-Day Operations: The Committee has the authority to establish basic policies and guidelines, subject to City Council approval. It does not concern itself with the day-to-day operations, personnel issues, programs, and problems of the department. That is the job and responsibility of the Director and staff.

C. Budget: The Committee shall review, study, and make recommendations to the Director of Parks and Recreation for the preparation of the annual operations & capital budget for approval by the City Council.

SECTION IV. SUB-COMMITTEES:

A. Standing Sub-Committees: The Standing Sub-Committees may be created by the Parks and Recreation Committee and charged with such duties as the Committee deems necessary and desirable. Such sub-committees shall be composed of a minimum of one Committee member and less than a quorum of the full Committee. The Sub-Committee shall hold membership for one year or until succeeded.

B. Special Sub-Committees: Special Sub-Committees may be created in the same and under the same conditions as Standing Sub-Committees, except the Chairperson shall also designate a date for the submission of the Sub-Committee's final report. Special Sub-Committees shall be dissolved when their particular function or task has been completed. No Special Sub-Committees shall exist for a term of more than twelve (12) consecutive months, except by the direction of the Committee.

C. Advisory Sub-Committees: The Committee may create such Advisory Sub-Committees, as it deems necessary or desirable. Each Advisory Sub-Committee shall be composed of at least one Committee member with other officials and private citizens in a number determined by the Committee. Generally, members shall be private, professional, or technical representatives, public officials working on problems with which the sub-committee is concerned, and individuals who have special interest or experience with such problems.

SECTION V. MEETINGS:

A. Regular Meetings

(1) The Bryant Parks Committee shall meet regularly as determined by the Committee.

(2) The time of the meeting will be at 6:00 p.m.

(3) The Committee shall meet regularly at the Boswell Municipal Complex.

(4) Notice – (a) All meetings should be made public through notification of local news agencies; (b) notification to the local press of all meetings shall be made at least two (2) hours before the meeting takes place to ensure the public shall have representatives at the meeting; (c) legal notice on plans, regulations, ordinances, or amendments shall be published as prescribed by the City of Bryant or by law.

B. Called Meetings

(1) Special meetings may be called by the Chairperson, or by three (3) Committee members, or by a majority of those present at a regular or called meeting. Notice of such a meeting shall be given as prescribed for a regular meeting. Announcement of a special meeting at any meeting at which all members are present shall be sufficient notice of such meeting.

(2) Under extraordinary conditions, an emergency meeting may be called at the direction of the Chairperson by telephone and without other notice. However, notification to the local press may not be omitted.

C. Adjourned Meetings: Where all matters cannot be disposed of on the day set, the Committee may adjourn from day-to-day as necessary to complete the hearing of all items docketed. A majority vote of those present shall be required to adjourn.

SECTION VI. CONDUCT OF BUSINESS:

A. Order of Agenda: All meetings shall be conducted in accordance with the agenda, which shall enumerate the topics and cases in the following order:

(1) Roll Call / Finding a quorum

(2) Reading and approval of minutes as read

(3) Business

(4) Adjournment

B. Order of Meeting: At a meeting, the order shall be as follows:

(1) Announcement of subject by the Chairperson

(2) Discussion and recommendations by the Committee and/or Sub-Committees

(3) Interested party's presentation

(4) Opposing views

(5) Rebuttals

(6) Committee members vote on the request as filed

C. Standard Rules of Procedure: Except as may otherwise be set forth in these Bylaws, parliamentary procedures shall be as stated in the latest edition of Roberts Rules of Order, Revised. Procedural provisions of these Bylaws may be suspended with the consent of three-fourths (3/4) of those Committee members present.

D. Special Rules of Procedure:

(1) Quorum – A quorum for the transaction of business shall be five (5) members except when a reduction in force caused by a member(s) resignation makes this impossible. A quorum shall be considered the majority of the remaining members of the Committee.

(2) Vote and Proxy – Each Committee member, including the Chairperson, shall be entitled to one (1) vote. No Committee member shall cast a vote for another member by proxy.

(3) Motion and Voting – Any matter of business requiring action by the Committee may be presented by oral motion, and the members present may voice their vote. In the case of a split vote, the chairperson may request a show of hands. The minutes shall indicate voting to be "denied" or "passed" and the name of any abstained.

(4) Majority vote – (a) Simple majority of those members present at a meeting shall be sufficient to approve any administrative or procedural action; (b) in those instances where a majority vote of the full Committee cannot be, the matter before the Committee

shall be automatically deferred until the next schedule meeting; (c) in the event that no majority vote is obtained at the second meeting, the matter will fail due to lack of a majority.

(5) Conduct of Meeting – Public meetings shall be conducted informally, and the Chairperson shall make all rulings and determinations regarding all matters presented, except that any member shall be privileged to make inquiries personally and to call for a vote on any ruling of the Chairperson with which he or she does not agree, whereupon the vote shall determine the effective ruling. It shall be the purpose of the Chairperson to expedite all meetings, confining them to the presentation of only essential matters in the interest of saving time, but entertaining the presentation of sufficient matter to do substantial justice to all concerned.

E. General Policies:

(1) Formal Action – No request for final approval shall be made to the Committee without it being an agenda item. However, with majority approval, the Committee may suspend the rules and add an item to the agenda.

(2) Closing of Agenda – No application for an agenda item shall be submitted to the Committee, or prepared by the Ex-Officio for submission unless it has been filed one week prior to the regularly scheduled meeting of the Committee.

(3) Open Meetings – All meetings of the Committee shall be open to the public as required by law.

(4) Public Records – All minutes of the Committee meetings and all petitions, applications, reports and other documents on which action has been taken by the Committee shall be open to the public and available for inspection as required by law.

(5) Reconsideration of Denied or Amended Applications –

(a) Expunging Action – The Committee may, when it deems necessary and for cause, expunge any motion and subsequent action in order to introduce a substitute motion for other action. The motion to accomplish such shall be made immediately and preceding the introduction of the next item of business on that agenda. When an item has been voted on and passed over for the next item of business, it shall not be recalled at the meeting for further action.

(b) Reconsideration – Except for cause and with the unanimous consent of all members present at a meeting, no matter on which final action has previously been taken shall be reopened for further consideration by the Committee unless

reconsideration is granted by the Committee. The case will be rescheduled for the next regular meeting.

(6) Individual(s) with inquiries on the docket shall be present or represented at the meetings and prepared to discuss the request.

(7) Individuals or user groups must obtain approval through the Parks Committee for any policies or guidelines relating to park issues. If the issue is denied by the Committee, the individual or user group has the option to appeal to the City Council.

(8) Precedents – No action of the Committee shall be deemed to set a precedent. Each item docketed shall be decided upon its own merit and circumstances attendant thereto.

(9) Public comments and association reports are limited to no more than three (3) minutes unless otherwise approved by the Parks Director prior to submission of the Parks Committee agenda.

(10) Dissent - If a member of the Committee wishes to dissent from a majority opinion of the Committee they may communicate a written minority opinion to:

(a) All members of the Committee,

(b) The Parks Director,

(c) The Mayor, and

(d) All members of the City Council.

SECTION VII. AMENDMENTS: These Bylaws may be amended or repealed by an affirmative vote of not less than a majority of the full membership of the Committee. A proposed amendment or a motion to repeal shall first be presented in writing at a regular meeting and placed on the agenda for subsequent regular meeting for action, unless ten days written notice has been given to all Committee members in which case action may be taken at any regularly scheduled meeting.