

RECREATION AND PARKS

ADVISORY BOARD BY-LAWS



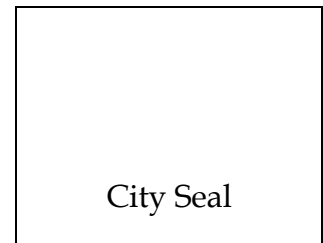
Approved by City Council: April 6, 1998

Amended: September 7, 2009

Amended: March 5, 2012

True Copy Attest: _____

Beverly A. Labbe, City Clerk



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.

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.