



**AGENDA
PARKS AND RECREATION ADVISORY COMMITTEE
SUBCOMMITTEE MEETING
JANUARY 7, 2020
9:00 AM
CITY COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FLORIDA 32034**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. INTRODUCTION**
- 5. DISCUSSION ITEMS**
 - 5.1 BYLAWS** - *Discuss establishing Parks & Recreation Advisory Committee (PRAC) bylaws in order to specify the duties and responsibilities of members.*
- 6. PUBLIC COMMENT**
- 7. ADJOURNMENT**

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at 904-310-3115 or TTY/TDD 711 (for the hearing or speech impaired).



PARKS ADVISORY BOARD PROPOSED BY-LAWS

BOARD MISSION:

"The City of Brownsville Parks and Recreation Advisory Board shall permanently preserve, protect, maintain, improve, and enhance its natural resources, parkland, and recreational opportunities for all current and future generations."

ARTICLE 1. PURPOSE AND RESPONSIBILITIES.

These bylaws are adopted by the Board to facilitate performance of its duties as outlined in the City of Brownsville Ordinance Number 91-1232 Section 24-15 E. (1991).

SECTION 1.1 - PURPOSE

The Board's purpose is to advise on the budget and operations of the City of Brownsville Parks and Recreation Department; establish related policies; plan for long-term parks and recreation needs; and make recommendations to the City Commission for investments in facilities or expanded operations.

SECTION 1.2 - RESPONSIBILITIES

First priority, each member shall represent and advocate for what is best for the City of Brownsville Parks and Recreation Department and City as a whole, putting aside personal or special interests. The responsibilities of the Board:

- To assess at all times the safety and security of site locations and physical facility standards.
- To advise the initiation, planning, design and to recommend a system of parks, facilities, etc., that will accommodate the public's need for parks and recreation activities.
- To assist with the preparation and development of rules and regulations by which parks and recreation programs may operate.
- To monitor and evaluate the effectiveness of park and recreation programs.
- To advise and recommend ways and means by which parks and recreation programs may be improved or strengthened.
- To support new parks, programs, and activities as public need may dictate.
- To recommend a system of fees and charges for use of parks and recreation facilities or for participation in parks and recreation programs, and alternate sources of funding to parks and recreation such as grants, gifts, endowments, etc.
- To adopt bylaws and other rules of procedure to achieve its purposes and functions.
- To recommend rules governing participation in parks and recreation programs.
- To suggest rules governing hours of operation and use of city parks and facilities.

- To assist with the adjudication of complaints, disputes or other grievances from the public arising out of parks and recreation activities.
- To evaluate programs and activities which are offered from year to year.
- To perform other duties and responsibilities as may be conferred by the City of Brownsville City Board from time to time.
- To review and recommend rules and regulations for public parks and recreation facilities in the community.
- To promote a wide range of programs that will contribute to the meaningful use of leisure time.
- To review and recommend operational policies for all properties and assets under the management of the Department.
- To review and recommend a comprehensive plan for recreation and programs.
- To review annual budget and goals and objectives for the Department and provide oversight
- To identify funding alternatives and other resources for the operation and maintenance of Department facilities and programs.
- To provide leadership & administer to the special developmental needs of the children through summer playground programs, sport leagues, and instructional programs.
- To review and update the bylaws annually or as needed.

ARTICLE 2. MEMBERSHIP.

(A) The board is composed of seven members appointed by the city commission.

(B) A member serves at the pleasure of the city commission.

(C) Board members serve initially shall be three (3) members for three (3) year terms, two (2) members for two (2) year terms, and two (2) members for one (1) year term. The successors thereof shall each be appointed to three (3) year terms.

(D) An individual board member may not act in an official capacity except through the action of the board.

(E) A board member who is absent for three consecutive regular meetings or one-third of all regular meetings in a "rolling" twelve month timeframe automatically vacates the member's position. This does not apply to an absence due to illness or injury of the board member, an illness or injury of a board member's immediate family member, or the birth or adoption of the board member's child for 90 days after the event. The board member must notify the staff liaison of the reason for the absence not later than the date of the next regular meeting of the board. Failure to notify the liaison before the next regular meeting of the board will result in an unexcused absence

(F) Chairperson's Duties. The Chairperson retains his or her ability to discuss, make motions and vote on issues before the Board. The Chairperson shall:

1. Preside at all meetings with all powers under parliamentary procedure; utilize Roberts Rule of order.

2. Shall rule out of order any irrelevant remarks; remarks which are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanity; or other remarks which are not about the topic before the Board;
3. Restate all motions as pursuant to Article 4, Section E., of these Bylaws;
4. Appoint committees;
5. Appoint officers of committees or choose to let the committees select their own officers.
6. May call special meetings pursuant to these Bylaws;
7. Review with the Secretary or staff, prior to a Board meeting, the items to be on the agenda if he or she so chooses;
8. Periodically meet with the Parks and Recreation Director and/or other Parks and Recreation Department staff to review Parks and Recreation Department operation, procedures, and to monitor progress on various projects.
9. Assist in the interview and selection process for a Parks and Recreation Director;
10. Act as the Board's and Parks and Recreation Department's chief spokesman and lobbyist to represent the Board at local, regional, and state government levels.
11. Perform such other duties as may be ordered by the Board.

ARTICLE 3. PARKS AND RECREATION BOARD.

- (A) The Parks and Recreation Board membership should include citizens of the city who are interested in public parks and public recreation and persons who are knowledgeable in navigation matters.
- (B) The board shall advise the city commission and the city manager regarding:
- (1) the acquisition, development, improvement, equipment, and maintenance of city parks and public playgrounds;
 - (2) the future development of the city parks, playgrounds, and recreational facilities, and the purchase of additional land for those purposes; and
 - (3) improvements in the maintenance, operation, and general welfare of the city's parks, playgrounds, and recreational facilities and their use by the public.
- (C) The board shall outline a general plan of development for new parks and playgrounds, including landscaping, roads, trails, buildings, and equipment. The board shall submit the plan to the Planning Board and the city manager for detail development, and the city manager shall then submit the plan to the city council for approval.
- (D) The board shall promote close cooperation between the City and all private citizens, institutions, and agencies interested in or conducting recreational activities, so that all recreational resources within the City may be coordinated to secure the greatest public welfare.

- (E) Accepting gifts. Gifts shall not be accepted by a member of the Board or from anyone connected with an agenda item before the Board; as used here gifts shall mean cash, any tangible item, or service, regardless of value and food value over \$10.00
- (F) The board shall perform other duties as prescribed by the City Code or as directed by the city commission.

ARTICLE 4. MEETINGS.

- (A) Regular Meetings. Meetings of the Board shall be held the first Thursday of every month at 12pm noon at the location given in the public notice of the meeting.
- (B) Special Meetings. Special Meetings shall be called in the following manner:
 - a. By the Chairperson
 - b. By any two members of the Board
 - c. Notice of special meetings shall be given to the Office of the City Secretary at least forty-eight (48) hours prior to such meeting and shall state the purpose, time, day, month, date, year, and location of the meeting.
- (C) Recess. The Chairperson or board after the meeting has been in session for two hours shall suspend the Board's business and evaluate the remaining items on the agenda. The Board shall then decide to finish that meeting agenda, may act to continue the meeting on another day (fix time at which to adjourn), or complete some agenda items and continue the meeting on another day to complete other agenda items or postpone certain agenda items to the next meeting. If applicable such action shall include the time, day, month, date, year, and location the Board will reconvene. If more than 18 hours will pass before the reconvened board, public notice shall be given. Upon reconvening a roll call of attendees shall be the first item of business before proceeding with the same agenda. The Board shall resume with the same meeting agenda, proceeding at the same point where they left off, without the addition of additional business.
- (D) Quorum. Four (4) voting members regardless if vacancies exist or not, shall constitute quorum for the transaction of business and taking of official action for all matters before the Board. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.
- (E) Motions. Motions shall be restated by the Chairperson before a vote is taken.
- (F) Voting. Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a member of the Board and shall be recorded by "yes" or "no". Members must be present to cast a vote. Voting by proxy shall not occur. The affirmative vote of a majority of those present or a majority of a quorum, whichever is greater, shall be necessary for the adoption of motions.
- (G) Parliamentary Procedure. Parliamentary procedure in Board meetings shall be informal. However, if required to keep order, Board meetings shall then be governed by *Roberts Rules*

of Order Newly Revised (10th Edition, Perseus Publishing, New York, 2000) for issues not specifically covered by these bylaws. Whereas these Bylaws conflict or are different than *Roberts Rules of Order*, then these bylaws control.

- (H) Public participation. All regular and special meetings, hearings, records, and accounts shall be open to the public.
- a. Public comment on all non-agenda items should be presented at the beginning of the meeting where provided during the agenda item for public comment.
 - b. Public comment on agenda items shall only be given during the public comment period of the agenda item. After that point during the meeting, public comment is normally not allowed; however, sometimes the Board may direct questions to members of the public. Public comment is at the beginning of the meeting so the Board can hear concerns and questions before acting on an issue. Those making public comment are expected to be familiar with the issue and have prepared comments ahead of time. To help the public in preparing for the meeting, any written material shall be made available without cost for members of the public asking for a copy prior to the meeting.
 - c. The Chairperson may limit the amount of time allowed for each person wishing to make public comment at a Board meeting. The Chairperson may ask members of the audience to caucus with others sharing similar positions so they may select a single spokesperson. If a single spokesperson is selected, that individual shall be able to make public comment at the Board meeting without time limit or an extended time limit.
- (I) Consensus Business. Certain items of business before the Board are routine matters where no discussion normally occurs or is expected to occur and a consensus for adoption normally occurs or is expected to occur. The individual preparing the agenda may mark such items on the agenda as a Consent Item, if that individual feels it qualifies as consensus business. The agenda or material presented on the issue should indicate the proposed action (approve, disapprove, no comment, approve with modification). First, any Consent Item can be removed by request of a member. It is automatically removed if discussed during Public Participation. Second, a motion to adopt the Consent Items can be made, in effect adopting all agenda items still included as Consent Items. The approval of minutes and the expense report shall be proposed on the agenda as Consent Items. Consensus business can be proposed for any item on the agenda, but shall never include any of the following:
- a. Election of officers.
 - b. Any item not printed on the agenda which is delivered, along with adequate supporting information, to Boarders prior to the meeting.
 - c. The motion to adopt Consent items in the minutes shall clearly list each item and indicate its action/disposition.

(J) Order of Business. Agenda. The Secretary, or designee, shall prepare an Agenda for each meeting and the order of business shall be as follows:

- a. Call to order, and roll call.
- b. Housekeeping business.
 - i. Consent Business.
 - ii. Approval of Minutes.
 - iii. Other.
- c. Public participation for items not on this agenda.
- d. Approval of Bills.
- e. Budget.
- f. Unfinished Board business.
- g. New business (other business and communications).
- h. Reports and Board Member's comments.
- i. Adjournment

(K) Delivery of Agenda. The agenda and accompanying materials shall be emailed to Board members so it is reasonably expected to be received prior to the weekend prior to the regular meeting date, generally accepted to be, but not always, mailed by first class mail on the Tuesday of the week prior to the Board meeting, pursuant to Article 4, Section A.

(L) Placement of Items on the Agenda.

- a. The Parks and Recreation Department shall be the office of record for the Board.
- b. The Parks and Recreation Director may receive items on behalf of the Board between the time of the adjournment of the previous Board meeting and eight business days prior to the next regularly scheduled Board meeting.
- c. Items received by the Director of Parks and Recreation between seven business days prior to the next regularly scheduled Board meeting and the next regularly scheduled Board meeting shall be set aside to be received by the Board at its next regularly scheduled Board meeting. The Board may act on those items of a minor nature or table action to the subsequent regular or special Board meeting. Those items of a major nature, or items normally receiving staff review, analysis, or recommendation shall be tabled until the subsequent regular or special Board meeting.
- d. The deadline to add items to the Board's meeting agenda shall be seven business days prior to the next regularly scheduled Board meeting.

ARTICLE 5. RECORDS.

Minutes and Record. A record of Board meetings, which, shall at a minimum include an indication of the following:

(A) Copy of the meeting posting pursuant to Texas Government Code Chapter 551 (Texas Open Meetings Act).

(B) Copy of the minutes, and all its attachments pursuant to Texas Government Code Chapter 551 (Texas Open Meetings Act) which shall include a summary of the meeting, in chronological sequence of occurrence:

- a. Time and place the meeting was called to order.
- b. Attendance.

- c. Indication of others present (listing names if others choose to sign in and/or a count of those present).
 - d. Summary or text of points of all reports given at the meeting, and who gave the report and in what capacity. An alternative is to attach a copy of the report if offered in writing.
 - e. Summary of all points made in public participation or at a hearing and an indication of who made the comments. An alternative is to attach a copy of the public's statement, petition, or letter if it is provided in written form.
 - f. Full text of all motions introduced, whether seconded or not, who made the motion and who seconded the motion. For each motion, the following should be included:
 - i. Who testified and a summary of what was said.
 - ii. A statement of what is being approved.
 - iii. What exhibits were submitted (if any).
 - iv. What evidence was considered (summary of discussion by members at the meeting).
 - v. The decision (e.g. approve, deny, approve with modification).
 - g. Who called the question.
 - h. The type of vote and its outcome. If a roll call vote, indicate who voted yes, no, abstained or a statement the vote was unanimous. If not a roll call vote, then simply a statement: "the motion passed/failed after a voice vote."
 - i. That a person making a motion withdrew it from consideration.
 - j. All the Chairperson's rulings.
 - k. All challenges, discussion and vote/outcome on the Chairperson's ruling.
 - l. All parliamentary inquiries or point of order.
 - m. When a voting member enters or leaves the meeting.
 - n. When a voting member or staff member has a conflict of interest and when the voting member ceases and resumes participation in discussion, voting and deliberations at a meeting.
 - o. All calls for an attendance count, the attendance, and ruling if a quorum exists or not.
 - p. The start and end of each recess.
 - q. All Chairperson's rulings of discussion being out of order.
 - r. Full text of any resolutions offered
 - s. Summary of announcements.
 - t. Summary of informal actions, or agreement on consensus.
 - u. Time of adjournment.
- (C) Records of any action, support documents, maps, photographs, correspondence received, attached as an appendix to the minutes.
- (D) Retention. Board records shall be preserved and kept on file according to the following schedule:
- a. Minutes, oaths of officials, other records of decisions, Board or department publications: Permanent.
 - b. Correspondence: Permanent.

ARTICLE 8. COMMITTEES.

(A) Executive Committee.

- a. The Executive Committee shall be a standing committee of the Board. Its membership shall be the Chairperson, of the Board and they shall hold the same

offices on the committee. The Executive Committee may deal with recommendations to the Board on matters of the Board budget; employment of a Parks and Recreation Director; overseeing the Parks and Recreation Department, day-to-day administration of the Parks and Recreation Department; office and personnel policy; and anything else directed to the Executive Committee by the Board.

- b. The Executive Committee has limited power to act only on housekeeping matters, budget, office policy, and overseeing contracts and personnel when time constraints require action prior to the next regularly scheduled Board meeting. Such actions shall be reported at the next regularly scheduled Board meeting and are subject to the Board's review and/or veto.
- c. All members of the Board shall be notified of Executive Committee meetings and are encouraged to attend.

(B) Ad Hoc Committees. The Board or Chairperson may establish and appoint ad hoc committees for special purposes or issues, as deemed necessary. Less than a quorum may serve on an ad hoc committee at any given time.

(C) Citizen Committees. The Board, Chairperson, or Parks and Recreation Director may establish and appoint citizen committees with the consent of the Board. Membership can be any number, so long as less than a quorum of the Board serve on a citizen committee at any given time. The purpose of the citizen committee is to have more citizen and municipal government involvement, to be able to use individuals who are knowledgeable or expert in the particular issue before the Board and to better represent various interest groups in the City of Brownsville.

ARTICLE 9. RULES OF PROCEDURES FOR ALL COMMITTEES.

(A) Subservient to the Board. All committees are subservient to the Board and report their recommendations to the Board for review and action. The Board can overrule any action of any committee.

(B) Same Principles. The same principals of these Bylaws for the Board also apply to all committees of the Board including, but not limited to:

- a. Officers. Officers of committees are appointed by the Chairperson of the Board at the time the committee is created, or are elected by the committee's membership at their first meeting. Officers, at a minimum, include a Chair and Secretary-Vice Chair.
- b. Quorum. A committee's quorum shall be at least half the total appointed membership of the committee.
- c. Voting. Only those appointed members of a committee, who are present at the time of a vote shall be eligible to cast a vote.
- d. Attendance. If any member of a committee is absent from three consecutively scheduled meetings, then that member shall be considered delinquent. Delinquency shall be grounds for the Board to remove any member from the committee. The committee Secretary-Vice-Chair or acting committee Secretary in the absence of the elected committee Secretary-Vice-Chair shall keep attendance records and notify the Board of any committee member who is absent from three consecutively scheduled meetings so the Board may consider removal of the individual from the committee or excuse the absence(s).

- e. Minutes. The Secretary-Vice-Chair of the committee shall keep minutes of the committee meetings in the same format used by the Board and filed in the same office as the Board's minutes.
- f. Staff. Committees have reasonable use of Parks and Recreation Department Director's and staff time, and assistance and direction for performing the work of the committee.
- g. Public. All committee meetings are open meetings available for public attendance and participation and minutes of the meetings are to be available for public inspection under the same principals found in Texas Government Code Chapter 551 (Texas Open Meetings Act)
- h. Subcommittees. Citizen committees may form subcommittees from their own membership and/or with additional citizens when deemed necessary. Subcommittees are subservient to the parent committee. Subcommittees are informal, not requiring quorums, attendance requirements, minutes, or public participation. Subcommittee membership shall consist of less than half the parent committee's membership.

ARTICLE 10. OTHER MATTERS TO BE CONSIDERED BY THE BOARD.

- (A) Board Action. The following matters shall be presented for consideration at a meeting of the Board:
 - a. At least annually, the adoption of priorities for the Board's plan of work.
 - b. Annually, preparation of an annual report of the Board.
 - c. Office, or Administrative Policy.
 - d. Such other matters as the Director shall find it advisable or essential to receive consideration by the Board.

ARTICLE 11. ADOPTION, REPEAL, AMENDMENTS.

- (A) Upon adoption of these Bylaws of [September 03, 2015], they shall become effective and all previous Bylaws, shall be repealed.
 - a. The Board may suspend any one of these Bylaws, for a duration of not more than one agenda item or meeting.
 - b. These Bylaws may be amended at any regular or special meeting by a two-thirds (⅔) vote of the appointed members.
 - c. Proposals to amend these Bylaws may be made at a regular meeting of the Board. However, the final vote on proposed amendments shall be delayed until the next regular meeting of the Board.



Adopted September 03, 2015

RESOLUTION 2016 - 275

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, ADOPTING REVISED BYLAWS FOR THE RECREATION ADVISORY BOARD.

WHEREAS, the Recreation Advisory Board is an advisory board to the Board of County Commissioners of St. Johns County to provide new ideas and assist in solving community recreation problems to help ensure leisure time programs and facilities for the residents of St. Johns County; and

WHEREAS, the Board of County Commissioners, at its discretion and as it deems appropriate or desirable, is authorized to adopt, amend, abolish, or otherwise change the rules and directives under which the Recreation Advisory Board operates; and

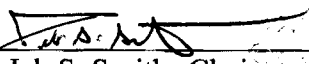
WHEREAS, at this time, the Board of County Commissioners wishes to adopt the attached bylaws in order to further the efficient and organized governance of the Recreation Advisory Board.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of St. Johns County:

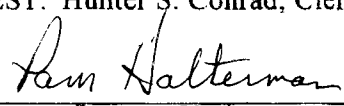
1. The above recitals are hereby adopted as legislative findings of fact.
2. The Board of County Commissioners approves the revised Recreation Advisory Board bylaws, which are attached hereto, and incorporated herein as an Exhibit to this Resolution.
3. The attached bylaws supersede any previous bylaws adopted by the Board of County Commissioners for the Recreation Advisory Board.
4. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval of the Board of County Commissioners.
5. This resolution shall be effective upon its adoption by the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 6th day of September, 2016.

**BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA**


Jeb S. Smith, Chairman

ATTEST: Hunter S. Conrad, Clerk

By: 
Deputy Clerk

RENDITION DATE 9/8/16

Bylaws of the Recreation Advisory Board

Created:

Revised:

ARTICLE I

PURPOSE

The purpose of the Recreation Advisory Board is to provide new ideas, assist in solving community recreation problems to help ensure leisure time programs and facilities for the residents of St. Johns County. The Recreation Advisory Boards primary responsibility is to serve in an advisory capacity to the Board of County Commissioners.

ARTICLE II

MEMBERSHIP

Establishment. The Recreational Advisory Board shall consist of seven (7) regular members. Members shall be appointed by the Board of County Commissioners. Members shall serve at the pleasure of the Board of County Commissioners and may be removed at any time without cause.

Membership Requirements.

- a. All members must be St. Johns County residents.
- b. District representation is considered.

Initial Term.

In order to ensure continuity on the initial Board, the terms of the initial appointee Members shall be staggered as follows:

- a. One (1) regular member shall be appointed to a one (1) year term.
- b. One (1) regular member shall be appointed to two (2) year terms.
- c. Two (2) regular members shall be appointed to three (3) year terms.
- d. Three (3) regular members shall be appointed to four (4) year terms.
- e. Initial appointee members serving an initial term of less than four (4) years may serve for another two (2) consecutive four (4) year terms.
- f. Initial appointee members serving for four (4) years may only serve for one (1) additional term

The Board of County Commissioners may appoint specific members to specific terms or the initial appointee Members may draw lots at the first meeting of the Recreational Advisory Board to determine which members shall serve which terms.

Regular Term and Appointments

Except for the initial term, Members shall be appointed by the Board of County Commissioners to a four (4) year term, with an additional term of four (4) years, as may be approved by the Board of County Commissioners. No Member shall serve more than two (2) consecutive terms unless otherwise approved by the Board of County Commissioners.

In the event that a member is appointed to complete an unexpired term of two (2) year or less in length, that member is eligible to serve an additional two (2), four (4) year term. A Member whose term has expired may be allowed to continue to serve until said Member's successor has been appointed and has commenced service on the Recreation Advisory Board.

Regular Members

Regular members shall be those appointed to such position by the Board of County Commissioners and shall meet the attendance requirements as below. Regular members shall have full voting rights and privileges provided all fully executed appointment documents have been filed.

Subject to ethics, Government in the Sunshine, and Public Records Laws

The Recreation Advisory Board is an appointed board subject to the State of Florida ethics laws, chapter 112, the Government in the Sunshine Laws, chapter 286, and the Public Records Laws, chapter 119. Members shall be provided with a copy or summary of Chapters 112, 119 and 286, Florida Statutes. Training may be provided by the County Attorney's Office.

ARTICLE III

ORGANIZATION

Officers. The Recreation Advisory Board shall elect a Chair and a Vice-Chair, each of whom shall serve for one (1) year and until a successor is chosen, unless otherwise provided for, with respect to a particular Board/Committee. Staff support will notify County Commission Office annually of the names of members who serve as officers. The Chair and Vice-Chair serve at the pleasure of the majority of the Board and may be removed and replaced at the pleasure of a majority of the full membership of the Board.

Method of Election. The Chair and Vice Chair shall be elected one at a time beginning with the Chair. The vote will be viva voce for each office and the nomination serves as a motion. The nomination must be seconded. The different names shall be repeated by the outgoing or acting Chair as they are moved and seconded. The vote shall be taken after the Chair declares that nominations are closed and shall be taken on each nominee in the order in which they were nominated until one is elected by a majority of the votes.

Duties and Authority of the Chair. The Chair shall be the presiding officer of the Board and shall take the Chair at every meeting precisely at the time for the meeting to begin, immediately call the Board to order, call the roll on the appearance of a quorum, and proceed to the business of the Board. The Chair shall sign all orders and written determinations approved by the Board. The chair shall be responsible for the proper execution of these bylaws, and the orderly proceeding of the meeting.

Duties and Authority of the Vice-Chair. The Vice-Chair shall, in the absence, disability, or conflict of the Chair be the presiding officer of the Board and exercise such administrative powers vested in the Chair.

Minutes. Minutes will be taken and maintained by a County staff member, be it the Staff Support person or staff designated as recording secretary for the purpose of the meeting. Copies of minutes will be made available as requested.

Term limitations. Regular appointments will be made for four (4) year terms. No member may serve more than two (2) consecutive terms.

Staff and Administrative Support. A County employee shall be appointed by the County Administrator to serve as Staff Support for each Board appointed by the Board of County Commissioners. The Staff Support will be assigned to monitor activities, serve as liaison, and promote communication. The Staff Support may prepare Agendas and present items and applications for determination by the Board. The Staff Support may receive authorization to sign an order or written determination previously authorized by the Recreation Advisory Board.

Legal Assistance. Legal advice will be provided by the County Attorney's Office as reasonably requested, and approved by the Board of County Commissioners. At the request of the Board, the County Attorney's Office may provide information and training on ethics, the Government in the Sunshine law, the Public Records law, and procedural duties.

Annual Reports. The Recreation Advisory Board must submit an Annual Report to the Board of County Commissioners by April 1st indicating its activities and accomplishments for the previous calendar year. The report should include the mission statement of the Board/Committee, projections for the current calendar year and any other relevant information, such as the proposed budget.

ARTICLE IV

MEETINGS

Meeting Schedule. The Recreation Advisory Board shall hold regular monthly meetings. The Board may meet more frequently if needed or may meet on an alternate day. The Recreation Advisory Board shall meet at least annually.

Agenda. The Staff Support is to prepare an agenda for all Board meetings and workshops in accordance with board instructions. Items on the Agenda shall be reasonably noticed.

Quorum. A majority of the membership of the Board shall constitute a quorum for the purpose of meetings and transacting business. The physical presence of four (4) members shall constitute a quorum.

If a quorum cannot be met, all non-time-sensitive items on the agenda shall be continued to the next scheduled Recreation Advisory Board meeting. If there are time-sensitive items on the agenda, a special meeting will be scheduled as soon as reasonably practicable to hear those items. Reasonable notice for any special meeting shall be provided in the same manner as for regularly scheduled Recreation Advisory Board meetings in compliance with the requirements of Government in the Sunshine.

Attendance. If any appointed member of a Board fails to attend three (3) consecutive regularly scheduled meetings or five (5) of twelve (12) regular or special meetings or workshops of the Board, the Board shall declare the member's office vacant and the vacancy shall be filled.

If the Board meets twice a month on a regular basis, the attendance threshold shall be six (6) consecutive regularly scheduled meetings or ten (10) of twenty-four (24) regular or special meetings or workshops of the Board. Staff shall maintain a record of absences and enforce the attendance policy.

Rules of Decorum and Civility. It shall be the responsibility of the Chair, or in the Chair's absence, the Vice-Chair, to promote and preserve order and decorum. Members shall neither by conversation nor otherwise delay or interrupt the proceedings or peace of the Board nor disturb any member while speaking or refuse to obey the orders of the Board or its Chair.

Public Comment. Members of the public shall be given a reasonable opportunity to be heard on a proposition before the Board, prior to any official action. Additionally members of the public shall be given an opportunity to be heard on items not appearing in the agenda and which reasonably may need the attention of the board. No person shall address the board unless permitted by the Chair. Each person addressing the Board shall limit comments to three (3) minutes, unless extended by the Chair for good cause. Public Comment shall not require an immediate response by any member of the board.

Board Member to Vote. Florida Statutes, Section 112.311 through 112.326 sets forth a code of ethics for public officers and employees. A board member may not abstain from voting unless there is, or appears to be, a possible conflict of interest under Florida Statutes sections 112.311, 112.313 or 112.3143. A board member may not participate in any matter which would inure to the member's special private gain or loss, knows would inure to the special private gain or loss of any principal, or inures to the special private gain or loss of a relative or business associate, without first disclosing the nature of the interest. In a quasi-judicial proceeding, a member may abstain from voting on such matter if the abstention is to assure a fair proceeding free from potential bias or prejudice.

Voting. Action by the Board shall be by motion nominated and seconded. Approval of the motion shall be by majority vote of those members present. Failure to receive a majority vote shall act as a denial of the proposed motion.

ARTICLE V

AMENDMENTS, SUSPENSION, INTERPRETATION

Proposal. Any member of the Recreation Advisory Board or the Board of County Commissioners may propose amendments to these bylaws. Bylaws may be amended by resolution accepted and approved by Board of County Commissioners.

Suspension. A motion to suspend any provision of these rules may be made by any County Commissioner. A suspension is a non-debatable motion. These bylaws may only be suspended by a majority plus one of the Commissioners present. Once suspended, the rules remain suspended only for the time indicated in the motion.

No invalidation. These bylaws are for the efficient operation of the Board. Non-compliance of any particular Rule shall not independently be grounds for the invalidation of any Board action.

Conflict: In the event of a conflict between the by-laws and Section 2 of the Boards Rules and Policies, the by-laws shall prevail unless approved by a super majority vote of the Board of County Commissioners.

ORDINANCE 18-09

AN ORDINANCE ESTABLISHING A PARKS AND RECREATION ADVISORY COMMITTEE IN NIBLEY CITY, UTAH

WHEREAS, Nibley City recognizes the value of Parks and Recreation in promoting the health, and overall well-being of the community, as indicated in the Parks, Recreation, and Open Space plan adopted by the Nibley City Council; and

WHEREAS, the City Council recognizes the value of community engagement in the development and implementation of the Park and Recreation Master Plan through the support of a Parks and Recreation Advisory Committee.

NOW, THEREFORE, BE IT ORDAINED BY THE NIBLEY CITY COUNCIL LOCATED AT NIBLEY, UTAH, THAT:

1. The attached document, entitled "Parks and Recreation Advisory Committee" is hereby adopted, by fact and by reference.
2. All ordinances, resolutions and policies of the City, or parts thereof, inconsistent herewith, are hereby repealed, but only to the extent of such inconsistency. This repealer shall not be construed as reviving any law, order, resolution or ordinance or part thereof.
3. Should any provision, clause or paragraph of this ordinance or the application thereof to any person or circumstance be declared by a court of competent jurisdiction to be invalid, in whole or in part, such invalidity shall not affect the other provisions or applications of this ordinance or the Nibley City Municipal Code to which these amendments apply. The valid part of any provision, clause or paragraph of this ordinance shall be given independence from the invalid provisions or applications and to this end the parts, sections and subsections of this ordinance, together with the regulations contained therein, are hereby declared to be severable.
4. This ordinance shall become effective upon posting as required by law.

PASSED BY THE NIBLEY CITY COUNCIL THIS ____ DAY OF _____, 2018.

Shaun Dustin, Mayor

ATTEST: _____

David Zook, City Recorder

Parks and Recreation Advisory Committee

2-5-1 Purpose

1. To support the work of creating and maintaining a Happy, Healthy, Connected Community, and the objectives of approved Parks and Recreation master plans and initiatives,
2. To assist in the promotion, management, and coordination of recreation programs and events,
3. To assist in recruiting community volunteers for parks and recreation programs, events, and projects,
4. To assist city staff in building mutually beneficial relationships with business and other potential community partners,
5. To assist in evaluating requests for Nibley City support from outside organizations for Parks and Recreation related events and programs, and
6. To help city staff evaluate community interests and priorities in allocating available resources for events, programs, park amenities, and recreation facilities.

2-5-2 Creation and establishment of a Parks and Recreation Advisory Committee

1. There is hereby created and established a city Parks and Recreation Advisory Committee for the City of Nibley, Utah which shall consist of the following:
 - a. Members of the community with interest in the establishment, or improvement of parks, trails, publicly owned open space, the arts, athletics, health and wellness, special events and programs, historical preservation, conservation of natural resources, and outdoor recreation.
 - b. The committee shall consist of at least 3 members
 - c. The number of committee members may expand, or contract based on staff and or City Council requests but shall not exceed 9 committee chairs
 - d. Nibley City Youth Council Members are eligible for appointment to the committee and it is recommended that at least one current youth council member be appointed to serve as assistant events chair.
 - e. A supplemental Friends of Parks and Recreation group to support the advisory committee and represent community interest may be formed and shall consist of members of the community that have parks and recreation interests but have not been selected by City Council as a member of the Advisory Committee. This Friends of Parks and Recreation Group can be selected by city staff and or the Parks and Recreation Advisory Committee and may be assigned by the Advisory Committee to a sub-committee for a specific event, recreation focus, and or project as needed.
 - f. The City Recreation & Community Services Director and the City Parks Superintendent shall serve as non-voting ex-officio members and shall serve as liaisons for the committee between the Parks and Recreation Committee and the City Council. The Parks Superintendent and the Recreation and Community Services Director are permitted and encouraged to engage in the committee discussion, will suggest agenda items, will update the committee on the status of

- projects, programs, and events, and will help facilitate meetings by scheduling a meeting location, providing print and copy services, and other clerical support.
- g. Upon request and approval of the City Manager, additional clerical, or technical assistance may be provided to the committee.
 - h. All appointments to the Nibley City Parks and Recreation Advisory Committee shall be established by a majority vote of the City Council.

2-5-3 Term of office

1. The term of the committee members appointed shall be three (3) years. However, the initial terms shall be one (1) year for 1/3 of the members, (2) years for 1/3 of the members, and three (3) years for 1/3 of the members. Thereafter, as vacancies occur in the board, for whatever cause, they shall be filled by appointment of the city council. The successor appointees shall hold office until the expiration of the term which they were appointed to fill. All members of the Parks and Recreation Committee whose terms may expire shall serve until their successors in office have been appointed and confirmed.
2. Committee members may be re-appointed to a second term upon approval of City Council, however, a 1-year break is required prior to re-appointment following the second term.
3. Advisory Committee members who have completed their term may continue to participate in the Friends of Parks and Recreation Group and may serve on sub committees as appropriate.

2-5-4 Selection

1. Nibley City staff will maintain a Parks and Recreation committee member application process, and will conduct initial interviews to discover candidates' interests, skills, experience, and background. Candidates and the information collected by staff will then be presented to the Mayor and City Council for review when committee chair positions are available.

2-5-5 Operation, Organization, Records

1. Members of the Committee shall adopt bylaws, elect a chairperson, vice-chairperson, committee secretary, and such other officers as they may deem necessary. All officers shall be eligible for re-election.
2. The committee shall establish committee chairs responsible to represent specific community interests outlined in (2-5-2 1.a.) in this ordinance and will select chairperson assignments based on staff recommendations, interview data, and committee discussion.
3. The committee shall keep a written record of its meetings in accordance with the law. The committee shall provide meeting minutes to the city recorder for public posting and archiving purposes.
4. The committee shall provide staff and city council with reports of its activities, either written or oral, as may be requested or required.

2-5-6 Meetings

1. The committee will strive to hold a monthly meeting on a day and time selected by the committee.
2. Meetings shall be held at least quarterly
3. Friends of Parks and Recreation and or other focus group/ sub-committee meetings may be held at the discretion of the committee.
4. Public outreach open house meetings, community surveys, or similar outreach must be pre-approved by the Recreation and Community Services Director and City Manager.

2-5-7 Compensation

1. Members of the Parks and Recreation Advisory Committee shall serve without compensation. However, reimbursement for pre-approved expenses may be provided as they related to the approved city budget.

2-5-8 Benefits for appointed committee chairpersons

1. A FREE Nibley Fit annual family pass
2. One FREE Nibley Fun Run Registration or one FREE youth or adult sports registration.
3. The option to attend the Nibley Staff and Volunteers Summer Party
4. Meals at regular meetings (typically held @ dinner time)
5. Committee members will be issued Nibley City Recreation Apparel

2-5-9 Specific Duties and Responsibilities

The following are the duties and responsibilities of the members of the Nibley City Parks and Recreation Advisory Committee.

1. To fulfill the purposes of the advisory committee as outlined in A Purpose (2-5-1) of this ordinance.
2. To attend committee meetings and participate in the discussion as appropriate.
3. To serve as a Heritage Days committee member with a specific assignment to manage and or coordinate a Heritage Days event with the support of Nibley City staff.
4. To serve as an event volunteer for at least one additional city event per year.
5. Study, investigate, counsel, and report suggestions and feedback to City Council and City Staff in matters of Parks and Recreation.
6. Upon request of city staff, shall consider, investigate, make finding, report and recommend upon any special matter of question regarding parks, recreation, trails, and publicly owned open space.

2-5-10 Interference with the Committee

1. It shall be unlawful for any person to prevent, delay, or interfere with the city Parks and Recreation Advisory board, or any of its agents, in holding committee meetings or in supporting city sponsored events and programs.

2-5-11 Conflict of Interest

1. Advisory committee members who are employed by or affiliated with an organization in a leadership role, that would directly benefit from a committee recommendation, Parks and Recreation policy, ordinance, amenity, facility, event, or program are required to disclose their affiliation with that organization or employer. However, in these situations, committee members may participate in the discussion as a Nibley citizen would in addressing the committee and or city staff.
2. Failure of a committee member to disclose a potential conflict of interest as required by this ordinance constitutes malfeasance in office and may result in removal see (2-5-13) of this ordinance. Conflict of interest shall also be addressed in the Parks and Recreation Advisory Committee By-laws.

2-5-12 The Advisory Board the committee is NOT Permitted to do the following:

1. Prohibited Actions
 - a. Solicit, create, or award a Request for Proposal (RFP)
 - i. However, the committee may be asked to review Parks and Recreation related proposal(s) to provide city staff and the City Council with feedback, and recommendations regarding the proposal(s)
 - b. Enter into a verbal or written contract with an individual, business, or non-profit organization
 - c. Purchase goods or services for city use that have not been pre-approved by city staff

2-5-13 Review by city council.

1. The city council shall have the right to review the conduct, acts and decisions of the Nibley City Parks and Recreation Advisory Committee. Any person who disagrees with the decisions and or recommendations that the Advisory Committee makes to the Nibley City Council may voice their concerns directly to the Mayor and or City Council members, may attend and voice their concerns at city council during public comment, and or may follow the appeals process outlined in Nibley City Municipal Code 10-3.
2. Removal: City Council may remove a member of the Advisory Committee by a majority vote. Attendance and participation records created by the committee secretary may be requested at any time by city staff and or city council.