BY-LAWS OF THE
PARKS AND RECREATION ADVISORY BOARD
CITY OF TALLAHASSEE

ARTICLE I - NAME AND AUTHORIZATION

A. NAME

The name of the Committee, as provided by Ordinance 77-0-1590 of the City of Tallahassee, Florida, shall be known as the Tallahassee Parks and Recreation Advisory Board, herein after referred to as the "Board".

B. AUTHORIZATION

The Board exists by the authority of the Tallahassee City Commission and may be modified or abolished by action of the Tallahassee City Commission.

ARTICLE II - PURPOSE AND FUNCTION

A PURPOSE

The Board shall serve as advisors to the Tallahassee City Commission and to the Parks and Recreation Department on issues presented to the Board related to the field of leisure services.

B FUNCTION

The functions of the Board shall be:

1 to encourage citizen participation;

2 to present or discuss policies and programs affecting parks and recreation; to study issues;

3 to provide input on the values, goals, and objectives of a program; develop program plans; and

4 to contribute to continuous feedback; and make recommendations to both the Parks and Recreation Department and the City Commission for overall quality program/service deliveries.

ARTICLE III - MEMBERSHIP

A MEMBERS
The Parks and Recreation Advisory Board shall be comprised of eleven members appointed by the Mayor. Board members will be selected based on their qualifications and willingness to serve. Members will be selected without regard to race, creed, national origin, age, sex or the presence of a disability. As much as possible, the Board will be made up of an equitable representation of City and County residents based on race and sex according to the demographic ratio of the City. Residents requirements are to reflect the ratio of city participation versus county participation in the Parks and Recreation Department’s programs. In consideration of the Americans with Disabilities Act, efforts should be made to include members with disabilities.

B  ELIGIBILITY

1  Members of the Parks and Recreation Advisory Board shall be City residents, City property owners, or City utility customers. Members who are not City residents shall be appointed to provide appropriate expertise or when deemed in the best interest of the Board.

2  The members of the Board shall be selected from the following classifications:

a  At least one member of the Board will be a professional in a field complimentary to the Board’s scope.

b  At least one member of the Board will be a member of the Tallahassee Garden Club.

C  APPOINTMENTS

1  Members shall be appointed initially for a three-year term. Members shall not serve more than two full consecutive terms.

2  It is the responsibility of the Mayor to insure an appointment is made within thirty (30) days of notification of a vacancy. If an appointment is not made within thirty (30) days by the Mayor, the Board shall have the authority to request an appointment be agendaed for the next available Commission meeting.

D  VACANCIES

1  A member’s position shall become vacant when:

a  a member is absent from 33% of the regularly scheduled meetings in a given calendar year, regardless if such absence is excused or unexcused. All absences will be duly recorded in the meeting minutes. Absences from emergency or special called meetings will not be recorded against a member in calculating the percent of absences. Special exceptions on the removal of members for absences may be made by the Chairperson of the Board when the absences are due to health or time-limited extenuating circumstances and the absences do not affect the ability of the Board to maintain a quorum, or

b  when a member no longer meets the membership requirements, or
c when a member’s term expires, or
d when a member resigns.
2 The Chair shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the City Treasurer-Clerk.
3 Should a resignation be submitted to staff, they will immediately notify the Chair and the City Treasurer-Clerk's Office.

ARTICLE IV - ORGANIZATION

A OFFICERS

1 The Board shall elect from its members a Chair, Vice-Chair and (at the discretion of the Board) a Secretary.
2 Officers shall be elected for a term of one (1) year at the May meeting and shall assume office beginning immediately following the May meeting.
3 The officers shall perform the duties as prescribed by the parliamentary authority adopted by the Board.

B QUORUM

A majority of the Board shall constitute a quorum to hold a meeting or take any action.

C VOTING RIGHTS

Each member shall be entitled to one (1) vote and shall cast that vote on each item submitted. Proxy votes and absentee ballots shall not be permitted. Members shall only abstain from a vote when there is a valid conflict of interest addressed to the Board.

ARTICLE V - OFFICERS AND DUTIES

A CHAIR

1 The Chair shall appoint chairs of all committees, standing and special.
2 It is the Chair's responsibility to ensure compliance with the Bylaws. The Chair will notify members of removal from the committee for noncompliance. Specific questions of conflict of interest will be addressed by the City Attorney or designee.
3 The Chair shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the City Treasurer-Clerk.
4 The Chair may approve special exceptions on the removal of members for absences at regularly scheduled meetings when the absences are due to health or time-limited extenuating circumstances and the absences do not affect the ability of the committee to maintain a quorum.

B VICE-CHAIR
The Vice-Chair shall perform the duties in the absence of the chair.

C REMOVAL

When an officer has been absent or has not performed the duties of that office for three consecutive meetings, that officer may be removed from office by the Committee with a majority vote at a regularly scheduled meeting.

ARTICLE VI - COMMITTEE OPERATIONS

A The Board shall have no authority other than as stipulated by the Bylaws and approved by the City Commission.

B The Board will meet routinely based upon an adopted meeting schedule which will be provided to the City Treasurer-Clerk’s Office. The meeting date may be changed by the Chair with notification in advance by mail to Board members. Special meetings may be called by the Chair or by a majority of the board members.

C All meetings will be open to the public. For advertising purposes, the Board will provide to the City Treasurer-Clerk’s Office a schedule of their meetings and will insure agendas and minutes are available to the public in accordance with the State Sunshine Laws.

D All meetings shall be conducted in accordance with Robert's Rules of Order.

E Special meetings of the Board may be called by the Chairperson with the purpose of the meeting stated. Except in cases of emergency, at least three days notice shall be given each member of a special meeting.

F The Board shall be notified by mail two weeks in advance of a meeting. All meetings are open to the public.

G Copies of the minutes shall be distributed to the City Commission, City Manager, and Deputy City Manager for Community Services upon their acceptance by the Board.

ARTICLE VII - STAFF SERVICES

A The Parks and Recreation Department shall act as the liaison for the Board with the City Commission and the appropriate appointed official. The Parks and Recreation Department will provide staff services to the committee. Staff services will include:

1 providing a schedule of meetings to the City Treasurer-Clerk’s Office and committee members, arranging meeting locations; maintaining the minutes of the meetings; preparing and distributing appropriate information related to the meeting agenda.
informing the Board of events, activities, policies, programs, etc. occurring within the scope of the Board’s function and informing the Board of all City Commission or department requests for information or assistance.

ensuring the City Treasurer-Clerk is informed of all vacancies, expired terms, changes in officers, or any other changes to the Board and that all requests for review of applications by the Board and any subsequent recommendations by the Board or staff are returned in a timely manner to the City Treasurer-Clerk’s Office to facilitate the appointment process.

the responsibility for the continuous flow of information to the appropriate appointed official including providing reports, actions, and recommendations of the Board and notification of noncompliance by the Board or chair with the Bylaws or statutes.

the responsibility for ensuring information provided by the Board for City Commission review is appropriately agendaed for the City Commission meetings.

A formal, standard orientation program will be provided by staff to all new members. The program will address, but not be limited to, the Bylaws, conflict of interest, the Florida Sunshine Law, ethics violations, and stress the legal obligations and responsibilities. Staff will insure responses are provided to any concerns the new members may have regarding the duties and responsibilities of the Board and the members.

ARTICLE VIII - SUNSET PROVISION

The City Commission will review the activities and accomplishments of the Committee every four years based on a formal review by the City Treasurer-Clerk to determine if the Board has completed its original objectives and to determine if the Board should continue its activities.

ARTICLE IX - BYLAWS AND EFFECTIVE DATE

Any changes to the Bylaws will be reviewed and approved by the Board and the City Commission and filed with the Parks and Recreation Department and the City Treasurer-Clerk’s Office.

These Bylaws shall become effective upon adoption by the Parks and Recreation Advisory Board and the Tallahassee City Commission.

These Bylaws may be amended at any regular meeting by a majority vote of the membership provided that the amendments(s) has(have) been submitted in writing at the previous regular meeting.

These Bylaws have been amended by City Commission Policy 110CP, Appointment of Citizens and Commissioners to Boards and Committees, dated this 10th day of May, 1995.