

Bylaws approved by City Council on April 2, 2013

Parks and Recreation Advisory Board BYLAWS

ARTICLE I – Identification and Purpose

The Parks and Recreation Advisory Board was established by the City Council of Colleyville, Texas, by Ordinance O-89-719 on May 12, 1989. The purpose of Parks and Recreation Advisory Board is to serve as an advisory body to the City Council on all matters pertaining to the delivery of leisure services to the citizens of Colleyville.

ARTICLE II – Membership

- 2.1 The Parks and Recreation Advisory Board shall consist of eight (8) members who shall be appointed by the City Council for a (2) year term.
- 2.2 Members shall serve without compensation and until their successors are appointed.
- 2.3 Members must be residents of Colleyville, Texas unless City Council waives the residency requirement.
- 2.4 Vacancies on the Parks and Recreation Advisory Board shall be reported to the City Secretary and filled by appointment of the City Council for the length of the unexpired term.
- 2.5 If a member of the Parks and Recreation Advisory Board fails to maintain a seventy-five percent (75%) attendance record for all regularly scheduled meetings, the Chair or staff liaison will notify the City Secretary. City Council may, at its discretion, declare a vacancy, advertise the open position or appoint a replacement without advertising.

ARTICLE III – Officers

- 3.1 The officers of the Parks and Recreation Advisory Board shall be the Chair and the Vice Chair.

- 3.2 The Parks and Recreation Advisory Board shall elect the Chair and Vice Chair from among the members annually at the first meeting in January and at such other times as these offices may become vacant. The officers shall serve one-year terms or until a successor is elected.
- 3.3 In the event of resignation or incapacity of the Chair, the Vice Chair shall serve as the Chair for the unexpired portion of the term. The office of the Chair will be a non-voting position, except in case of a tie.
- 3.4 City staff shall take minutes of the meeting and serve as custodian of Parks and Recreation Advisory Board records.

ARTICLE IV – Meetings

- 4.1 Regular meetings shall be held quarterly on the first Monday of the month in the 2nd floor meeting room at the Colleyville Library located at 110 Main Street. Meeting dates, times and location may be changed as necessary.
- 4.2 Members unable to attend a regular meeting shall notify the Chair or staff liaison by noon of the meeting day. In the event any member of the Board is absent three consecutive meetings, a letter shall be submitted to the Mayor and City Council by the Board.
- 4.3 A majority of the voting Parks and Recreation Advisory Board shall constitute a quorum to conduct business of the Parks and Recreation Advisory Board. The act of the Parks and Recreation Advisory Board members, present at a meeting, at which a quorum is in attendance, shall constitute the act of the Parks and Recreation Advisory Board.
- 4.4 An agenda shall be prepared by the City Staff for each meeting of the Parks and Recreation Board. There shall be attached to each agenda a report of matters pending further action by the Board. An agenda will be posted in accordance with the Open Meeting Act. Meeting agendas will be posted on the City Hall bulletin boards and the City's web site 72 hours prior to a meeting. Meeting agenda packets will be available in public documents 72 hours prior to a meeting. Approved meeting minutes will be included in City Council agenda packets under Reports.
- 4.5 Meeting agenda packets will be distributed to each member 72 hours prior to a meeting.

- 4.6 The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair shall preside. The Chair may recognize individuals wishing to speak regarding an item on the agenda.
- 4.7 Staff representatives shall be in attendance at Board meetings. They should participate in meetings to provide staff assistance, report and recommendations.
- 4.8 Special meetings may be called at the request of the Chair or two or more members of the Parks and Recreation Advisory Board or as may be scheduled by a majority of the Board at any previous meeting for the transaction of business. Posting and notification of meeting requirements shall apply to special meetings.
- 4.9 The Parks and Recreation Advisory Board may establish sub committees as deemed appropriate. Such committees will be dissolved upon completion of the charge or task.

ARTICLE V – Duties and Responsibilities

- 5.1 The Parks and Recreation Advisory Board acts in an advisory capacity to the City Council in all matters pertaining to the delivery of leisure services to the citizens of Colleyville.
- 5.2 The Chair, or in his/her absence the Vice-Chair, shall preside at all meetings, shall decide all points of order or procedure. Staff representatives shall record, or cause to be recorded, accurate and complete minutes of all business proceedings.
- 5.3 Establish standing committees and other such committees from time to time may be deemed necessary.
- 5.4 The Parks and Recreation Advisory Board member will take the Attorney General Texas Open Meetings Act on-line training course, available on this link. http://www.oag.state.tx.us/open/og_training.shtml#22, or you may obtain a DVD of the training course from the City Secretary, and provide a copy of the Certificate of Course Completion to the City Secretary. The training must be completed not later than the 90th day after the date the member takes the oath of office or otherwise assumes responsibilities as a member of the governmental body.

ARTICLE VI – Amendments

- 6.1 These bylaws may be amended by a majority vote at any regular meeting, if all members have been notified of the proposed amendment 72 hours prior to such meeting. Amendments must be in compliance with applicable City ordinances.