

# **Bylaws of the Little Rock Parks and Recreation Advisory Commission**

## **Article I - Name**

The name of the Commission shall be the Little Rock Parks and Recreation Commission ("Commission").

## **Article II- Purpose**

**Intent.** The Commission was created to review, consult and advise the City on matters concerning the operation and maintenance of the Parks and Recreation Department and the implementation of the master parks plan. Pursuant to the ordinance that created the Commission, significant issues involving or affecting these matters shall be referred to and considered by Commission prior to consideration by the Little Rock Board of Directors. The intent of these bylaws to formalize the organization of the Commission, provide the process to conduct its affairs, and to keep records of Commission proceedings for the use and benefit of the general public.

### **Responsibilities.**

The Commission shall have the following responsibilities pursuant to Little Rock, Ark. Rev. Code ("LRC") §2-330 (1988):

- (a) To hold periodic meetings not less than once a month, which are open to the public and for which minutes shall be maintained;
- (b) To consult with and advise the director of Little Rock Parks and Recreation, and to recommend policies and plans for the operation, maintenance and expansion of the park system, facilities and programs;
- (c) In consultation with the director of Little Rock Parks and Recreation Department (the "Director"), to recommend to the city manager park land and facility acquisitions based on the criteria contained in the Asset Management and Disposition Policy for Little Rock Parks and Recreation Park Land adopted by the board of directors;
- (d) In consultation with the Director, to recommend fees, rates, tolls, and charges for the services, facilities and commodities rendered by the properties and programs of the park system;
- (e) In consultation with the Director, to recommend rules and regulations governing the use and protection of the park system and property therein;

- (f) To consult with and advise the Director on the master parks plan and the best approach for implementation, including but not limited to prioritizing projects and recommending capital funding allocations;
- (g) To consult with and advise the Director on an annual basis regarding the determination of the financial needs for the Parks Department and to report these budget needs for the next year to the city manager for possible inclusion in the City's budget process, provided that any budget recommendation will assure that the City's covenants pursuant to any outstanding parks and recreation revenue bonds are met;
- (h) To submit an annual report to the Little Rock Board of Directors that addresses the state of the operations, facilities and programs of Little Rock Parks and Recreation Department;
- (i) To cooperate with counties, municipalities and other political subdivisions of the state on matters relating to planning, establishing, developing, improving or maintaining any park, parkway or recreational area that has an impact beyond the city limits;
- (j) To have all authority, subordinate to the Little Rock Board of Directors, or the city manager, which is not specifically enumerated in the ordinance that created the Commission, to operate and improve the city's park system, facilities and programs, provided that such authority does not violate or conflict with state law, subject to the city or any of its employees to liability, or is contrary to the covenants of any outstanding bond issues.

### **Article III - Membership**

**Membership and Terms.** The membership shall consist of no fewer than five (5) and no more than eleven (11) residents of Little Rock, Arkansas, who will serve three-year terms. The Director or his or her designee, shall serve as an ex-officio member of the Commission and work closely with the Commission by attending all meetings and providing information about Parks Department projects and programs. Vacancies on the Commission shall be filled by appointments made by the Commission which must be affirmed by the Little Rock Board of Directors. The Commission may from time to time elect honorary life members, as it deems appropriate.

**Compensation.** Members shall serve without compensation but may be reimbursed for expenses necessarily incurred in the performance of Commission business in accordance with city policy and Arkansas law.

**Attendance.** Commission members are expected to attend all meetings to ensure the existence of a quorum in order to conduct business. When a member has missed more than twenty-five (25) percent of all regular meetings of the Commission in one (1) calendar year or more than three (3) consecutive regularly scheduled meetings, the member is automatically removed from the

Commission. The Commission shall immediately certify to the city manager that the member has missed the requisite number of meetings. If, prior to the next scheduled meeting of the City Board of Directors, the member submits in writing his or her desire to remain on the Commission, the Board of Directors, by a majority vote, may allow the member to continue to serve. If the member is not allowed to continue to serve on the Commission, the vacancy shall be filled according to the applicable provisions of the Little Rock City Code.

## **Article IV - Officers and their Selection**

**Officers.** The officers of the Parks and Recreation Commission shall consist of a Chair, a Vice Chair and a Secretary. The Chair and Vice Chair shall serve in their elected position for one (1) year. The Director, or his her designee, shall serve as the Secretary to the Commission.

**Elections.** The Commission shall nominate and elect the Chair and Vice Chair at its first meeting of each calendar year.

### **Duties.**

Duties of the Chair:

- Preside at all meetings.
- Make committee appointments.
- Work closely with the Department.
- Carry out other duties as assigned by the Commission.

Duties of the Vice-Chair:

- In the absence of the chair, serve in his or her capacity.

Duties of the Secretary:

- Plan agenda with the input of chair and any interested parties.
- Distribute minutes and agendas to all Commission, Administration, and Board of Directors members no less than one (1) week prior to the regularly scheduled Commission meeting.
- Attend all meetings and record all activities in the form of minutes.

## **Article VI - Meetings**

**Open Meetings.** All meetings of the Commission shall be open to the public as required by the Arkansas Freedom of Information Act.

**Regular Meetings.** At its last regular meeting of each calendar year, the Commission shall adopt a calendar of regular meeting dates for the forthcoming year for submission to the City Clerk's Office. Regular meetings of the Commission shall be held each month in a location designated in the adopted calendar. Regular meetings may be postponed or rescheduled by the Secretary for

lack of a quorum; or rescheduled for other reasonable cause approved by a two-thirds (2/3) majority vote of the Commission members present at a regular meeting, provided at least five (5) days' notice of the rescheduled time is given to all commission members, to the Parks Department, and to the Little Rock Public Relations Manager for purposes of providing Freedom of Information Act notice.

**Special Meetings.** Special meetings may be called by the Chair upon ten (10) days written notice of the time, date, location and purpose of the meeting to all Commission members, to the Parks Department, and to the Little Rock Public Relations Manager for purposes of providing Freedom of Information Act notice.

Special meetings may be called by a two-thirds (2/3) majority vote of the members present at any regular meeting. Ten (10) days written notice of the time, date, location and purpose of the meeting shall be sent to all commission members, to the Department, and to the Little Rock Public Relations Manager for purposes of providing Freedom of Information Act notice.

**Public Hearings.** When the Commission is to hold a public hearing on parks regulations, parks ordinances, amendments to ordinances or regulations, or other parks and recreation matters for which citizen input is helpful or appropriate, notice of the hearing may be published at least one time in a newspaper having general circulation throughout the City of Little Rock at least fifteen (15) days prior to the hearing. The notice shall contain the time, date, location and purpose of the hearing. If the matter before the Commission involves a particular piece of property, a courtesy notice shall be sent by regular mail postage prepaid at least fifteen (15) days before the hearing to each resident and each known owner of property within any identifiable area of impact, as determined by the Director

Public hearings shall be conducted informally, and the Chair shall be in charge of the meeting. It shall be the purpose of the hearing to obtain information on essential matters while entertaining the presentation of contrary positions to do substantial justice to all concerned. No request to discuss an issue or issues at a public hearing which is not docketed may be acted upon by the Commission.

Once the Commission approves a recommendation on an issue for the City Board of Directors, no subsequent hearing on such recommendation shall be held unless requested by the Board or the City Manager. City.

**Quorum.** Attendance of a majority of the voting members serving on the Commission shall constitute a quorum. Business may be conducted only in meetings in which a quorum is present.

**Voting.** All questions submitted by the Commission for decision shall be determined by a viva voce vote of present and voting Commission members. The Chairman shall cast the last vote on any issue. A roll call vote shall be taken upon the request of any member of the Commission. No Commissioner shall cast a vote for another member of the Commission by proxy.

A majority vote shall be required for all actions or recommendations by the Commission except where a specific rule provides otherwise. A majority vote is defined as votes cast by more than half of the members in attendance.

**Conflict of Interest.**

Members of the Commission shall disclose any matters that (to their knowledge) would have a direct or indirect financial impact on them or their relatives, as distinguished from the public generally. The fact that there is such an interest shall be disclosed to the Commission no later than the first Commission meeting at which the matter is to be taken up for consideration, recommendation, discussion or vote. The Secretary shall make a record of such disclosure in the minutes of the Commission.

After the Commission member determines that he or she has a conflict of interest (and once all conflict of interest questions have been resolved), the member shall remove himself or herself from the meeting room or area of the room occupied by the general public and shall not return to his or her seat until the deliberation and action on the item is completed.

Any member may request an informal opinion from the City Attorney as to whether a conflict of interest exists in a particular case.

**Order of Business.**

- Call to Order
- Roll Call
- Approval of Minutes
- Little Rock Parks and Recreation Staff Report
- Unfinished Business
- New Business
- Adjourn

**General Rules of Procedure.** The proceedings of the Commission, except as otherwise specifically provided by these bylaws, shall be governed by Robert's Rules of Order. The Chairman shall be permitted to make motions and vote on all questions.

**Minutes of Meetings.** The minutes of the Commission meetings shall document the actions taken by the Commission. The written minutes shall include the date, time, and place of the meeting; the names of members present for the meeting; each action taken by the Commission, and a short summary of discussions of significant matters. The minutes shall show each exact motion; who offered the motion; who seconded the motion; and how each member voted.

Written minutes for the previous meeting shall be provided to the Commission members at least one (1) week prior to each regular meeting. The approved minutes shall be signed by the Chair and retained by the Department.

Commission minutes are public records, subject to disclosure pursuant to the Arkansas Freedom of Information Act.

**Article VII - Appointment of Committees**

The Commission shall have the following permanent committees: Parks Conservancy Liaison; Master Plan and Vision; and Outreach / Social Media. The Commission may, by passage of a resolution, create additional permanent or temporary committees. The Chair of the Commission shall appoint the Chair of any permanent or temporary committee as established by the Commission. The Chair shall make his or her appointments within thirty (30) days of passage by the Commission of a resolution creating a committee.

The Chair of each standing or temporary committee shall appoint the members of such committee. No appointment to membership by a committee Chair shall be final until approved by a majority vote of the entire Commission.


**Article VIII - Effective Date**

These bylaws shall be effective on and after adoption.

**Article IX-Amendments**

The bylaws may be amended by a recorded majority vote of the entire membership of the Commission. Any proposed amendment to these bylaws shall be first presented in writing at a regular meeting and placed on the agenda of a subsequent regular meeting for action, unless written notice of the proposed change has been given to all Commission members at least thirty (30) days prior to the regular or called meeting at which action on the bylaws is to be taken.

APPROVED:   
Chair, Parks and Recreation Commission

ATTEST:   
Secretary

DATE: 9/12/18