

# **Parks and Recreation Advisory Board Bi-Laws    Revised May 16, 2022**

The City of Unalaska Parks and Recreation Advisory Board Bi-Laws

Purpose:

Purpose of the Unalaska Parks and Recreation Advisory Board shall be to provide recommendations and advice to the Parks and Recreation staff regarding programs, planning, and facilities need; to serve as a focal point for the residence in the community, and to be a source of public information, community education, advocacy for the department.

The operation and management of the park and recreation facilities, programs, and personnel shall be conducted by city staff under the direction of the City Manager and Parks and Recreation Director pursuant to the charter of the City of Unalaska.

Council membership

The number of members the Parks and Recreation advisory Council shall consist of no less than six members appointed by the Mayor. With one student representative.

The method an appointment

Appointment of members shall be made by the Mayor of the City of Unalaska. Appointments shall be on a rotating basis for the term of three years. Appointments to fill unexpired terms in the case of vacancy shall be made in the same manner as the original appointment at the discretion of the City Mayor. However, members shall continue to serve until reappointed or a replacement is appointed.

Eligibility:

Any City resident appointed by the City of Unalaska Mayor may serve on the Unalaska Parks and Recreation Advisory Board.

#### Compensation:

All appointed members of the Parks and Recreation Advisory Board shall serve without compensation.

#### Voting:

Each member of the Unalaska Parks and Recreation Advisory Board shall be entitled to one vote on all matters submitted for a vote of the members.

#### Removal from office:

Any appointed member of the Unalaska Parks and Recreation Advisory Board may be removed from office for caused by a majority vote of the City Council and Mayor.

#### Duties and responsibilities:

The Unalaska Park in Recreation Advisory Council shall perform the following duties.

1. Recommend advise to the Department Director regarding policies governing the operations in programing needs as well as other needs for the parks and recreation center and facilities.
2. Consult with the Parks and Recreation Director and other members of the staff regarding the overall operations of the parks and recreation facilities.
3. Serve on committees and subcommittees as required.
4. The Parks and Recreation Advisory Board may perform other functions as may be prescribed by the Parks and Recreation Director or the City Council and Mayor.

#### Duties and election of officers:

1. The advisory board shall elect from its members a chair each March with the terms of the office beginning after the election for one year.
2. The chair shall preside at all meetings, the chair, or the chair's designee, may also preside at meetings.
3. Summary notes at all meetings will be taken by the Parks and Recreation Director and uploaded to the city website once a year.

#### Meetings:

1. Rules of procedure: The meetings of the advisory Council shall be conducted according to the Roberts rules of order and shall act by a majority vote pending a simple quorum of the board is present.
2. Time and place: the meetings of the Unalaska Parks and Recreation Advisory Board shall meet no less than four times per year between September and May but can meet more depending on the desires of the Parks and Recreation Advisory Board.
3. Quorum: for any meeting of the Parks and Recreation Advisory Board a majority of the total membership shall constitute a simple quorum for the transaction of business; an action of the majority of the members present at the meeting at which a simple quorum is present shall be the action of the Advisory Board there will be no proxy voting.

#### Communication

1. All communication shall be done in public at meetings at the regular meetings of the Advisory Board
2. Email and phone communication are allowed to place items on the agenda for upcoming meetings.
3. The Advisory Board shall keep minutes of the meeting. The minutes shall be filed in the office of the City Clerk and shall be a public record open to inspection by any person.
4. Each Advisory Board Chair Person shall prepare an annual report to be submitted to the City Council and City Manager prior to February 1 of the following year. The report shall summarize the activities and business of the Advisory Board during the prior calendar year.

#### Amendments:

1. Proposed changes to these bylaws require a 30 day advance written notice to all members of the Advisory Board.

Signed by Chair of the Advisory Board



Date

9/15/22