

## **City of Gainesville Public Recreation Board**

### **Article I – Name**

The name of this organization shall be the Gainesville Public Recreation Board.

### **Article II – Purpose**

The purpose of the Gainesville Public Recreation Board shall include the following:

Section 1: To assist and advise the City Commission in establishing effective recreation for the City of Gainesville.

Section 2: To engage in an annual review of the Capital Improvements Projects List pertaining to recreation projects and the Recreation and Open Space Element Update.

Section 3: To assist and advise the City Commission on future policies and directions concerning recreation and open space projects for the City of Gainesville.

Section 4: To assist the City in promoting community awareness of the recreation and open space projects that are being considered by the City Commission.

Section 5: To establish an annual program for the Gainesville Public Recreation Boards for submission to the City Commission.

### **Article III – Membership**

Section 1: The Gainesville Public Recreation Board shall consist of nine (9) members and one (1) student adjunct member appointed by the City Commission. The one (1) student adjunct member will have voting power, but cannot be used for the purpose of establishing a quorum. The nine (9) members, after the initial appointments, serve for a term of three (3) years each, or until their successors are appointed and qualified. The One (1) student adjunct member will serve for a term of one (1) year. A member may serve only two (2) consecutive terms.

Section 2: Additionally, the Gainesville Public Recreation Board will consist of two (2) ex -officio members; one (1) appointed by the county school board and one (1) appointed by the county commission. These members will have no voting power and cannot be used for the purpose of establishing a quorum for a meeting.

Section 3: Members of the Gainesville Public Recreation Board shall receive no compensation for the performance of their duties.

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Section 4: No Board member shall represent itself to other local governments, organization, agencies, etc. as acting on behalf of the City Commission and /or City of Gainesville without the prior approval of the City Commission.

Section 5: Any member of the Gainesville Public Recreation Board shall automatically be removed from the Board upon the filing with the Clerk of the Commission of appropriate proof that such person has failed to meet attendance requirements.

Section 6: Attendance means presence at the meeting no later than fifteen minutes after the meeting is called to order as verified by the Secretary on the attendance record.

Section 7: Any member that is unable to complete his/her term of office, should notify the Clerk of the Commission, and ask to be dropped from the Board.

**Article IV – Officers**

Section 1: The Gainesville Public Recreation Board shall annually elect one of its members as Chair; one as Vice-chair, and, one as Secretary/Treasurer.

Section 2: The term of office for all officers shall be for one year or until their successors are elected at the next regularly scheduled Board meeting.

Section 3: Elections will be held in April of each year. New officers will take over in May.

Section 4: Duties of officers are as follows.

- A. Chair: The Chair shall have the power, for and in the name of the Board, to perform the normal duties of the chief policy officer of the Board. (S)he shall preside at all meetings of the Board and be an ex-officio member of all sub-committees. The Chair shall have further powers and duties as may be assigned by the Gainesville City Commission such as:
  - 1. presiding over and conducting meetings of the Board according to Robert's Rules of Order, Revised:
  - 2. calling special meetings:
  - 3. preparing and insuring distribution of the meeting agenda;
  - 4. appointing subcommittees when necessary.
  - 5. will serve as a voting member of the Alachua County Recreation. Committee.
  
- B. Vice-chair: In the absence of the Chair, or in the event of his/her inability to act, the Vice-chair shall exercise all powers and duties of the Chair

- C. Secretary/Treasurer: Duties of the Secretary/Treasure shall be as follows:
1. provide notice of each meeting to the Clark of the Commission at least forty-eight hours (excluding Saturdays, Sundays and Holidays) prior to the meeting;
  2. make, or cause to be made, the minutes of each meeting;
  3. verify the attendance of Board members at each meeting;
  4. file the attendance record with the Clerk of the Commission as soon as practicable.

**Article V - Meetings**

Section 1: The Gainesville Public Recreation Board shall meet on a monthly basis as determined by the Board.

Section 2: Special meetings may be called by the Chair or by any three (3) members of the Board upon forty-eight hours written notice to all members and to the Director of Recreation and Parks.

Section 3: A simple majority of the Filled Board Positions shall constitute a quorum. Recommendations and decisions of the Board must be made by a majority vote of those present and vote.

Section 4: The meeting agenda is the responsibility of the Chair. The Recreation and Parks Director's Office shall aid the Chair in preparing and distributing the agenda, which, except for special meetings, shall be mailed to each member of the Gainesville Public Recreation Board at least five (5) days prior to the next meeting date.

Section 5: Any person may place an item on the agenda by notifying the Chair seven (7) days prior to the regularly scheduled meeting.

Section 6: The Director of Recreation and Parks, or his/her designee, shall attend all meetings of the Gainesville Public Recreation Board, but shall not vote on any matter.

Section 7: All meetings of the Gainesville Public Recreation Board and its subcommittees are open to the public.

Section 8: The Chair, in consultation with the Director of Recreation and Parks, may cancel up to three (3) meetings per year if there is no business of a pressing nature.

Section 9: Individuals or groups requesting to address the Board will be limited to ten (10) minutes per topic.

**Article VI – Reports**

All recommendations of the Gainesville Public Recreation Board will be reduced to writing and will be forwarded to the City Commission and the City Manager’s Office.

**Article VII – Rules of Procedure**

The Gainesville Public Recreation Board shall conduct all meetings and activities according to parliamentary law as stated in Robert’s Rules of Order, Revised.

**Article VIII – Conflict of Interest**

Any member who has a conflict of interest on any given issue shall announce the existence of conflict prior to discussion and shall refrain from voting on that issue and shall comply with Part III, Chapter 112 of the Florida Statutes.

**Article IX – Amendment of Bylaws**

Section 1: These bylaws may be amended by a two-thirds vote of the membership and voting at any regular or special meeting of the Gainesville Public Recreation Board.

Section 2: The Chair shall submit notice of any proposed amendments in writing to all members of the Board not less than thirty(30)days prior to the meeting at which such amendments are to be considered.

**Article X – Subcommittees**

Section 1: Subcommittees needed by the Public Recreation Board may be established either by the chairman or with a majority vote of the board. These subcommittees must then be approved by the City Commission.

Section 2: Standing Subcommittees

- A. Will be created on a permanent basis and listed in these by-laws. Members may volunteer to be on a subcommittee with as many members accepted as called for under the provisions of that particular subcommittee which will be found in these by-laws. If volunteers do not fill the subcommittee, the Chair shall appoint members of the Board to the subcommittee until it is full.

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- B. Nominating Subcommittee
  1. Will consist of a least three members of the Public Recreation Board
  2. Will nominate a person or persons for each office of the Public Recreation Board (see Article IV).
  3. Will be filled at the March meeting of the Public Recreation Board each year.
  4. Will meet prior to the April meeting of the Public Recreation Board and present nominees to the Board at the April meeting in time for elections.
  5. The Chair shall properly notice all meetings of the Nomination committee with the Clerk of the Commission before hand.

Section 3: Temporary subcommittees will be formed as necessary, under the following guidelines.

- A. Subcommittee will consist of volunteers in a number decided by either the Chairman or the full Public Recreation Board.
- B. If volunteers do not fill the subcommittee, the Chair shall appoint members until the subcommittee is full.
- C. Subcommittee shall be disbanded following final report to the Public Recreation Board.
- D. It shall be the responsibility of the Chair to properly notice all formed subcommittees to the Clerk of the Commission for approval by the City Commission before the subcommittee meeting.
- E. The following is a list of temporary subcommittees the Board established in May of 2002. These subcommittees are expected to expire on January 28, 2004.
  1. Accreditation Process Subcommittee. The purpose of this subcommittee is to examine the criteria for accreditation and determine if accreditation is a reasonable goal for the Recreation & Parks Department and to then suggest a plan of action for meeting the accreditation standards.
  2. Sign Policy Subcommittee. The purpose of this subcommittee is to examine the current sign policy set forth by the Nature Centers and to make a recommendation as to adoption.