

CITY OF BULLHEAD CITY, ARIZONA
PARKS AND RECREATION COMMISSION

BY-LAWS

SCOPE

The purpose of the Bullhead City Parks and Recreation Commission ("Commission") is to provide assistance, advice and recommendations to the Bullhead City Council ("City Council") concerning policies, rules and regulations relating to the planning, acquisition, development, operation, use and maintenance of parks and recreational facilities leased or managed by the City of Bullhead City ("City"). These Bylaws have been adopted by the Commission to insure continuity of action, uniformity in the consideration of applications and indoctrination of new members to the Commission so that the citizens of Bullhead City will be better served in matters coming before the Commission.

I. ORGANIZATION

101. MEMBERSHIP

The Commission will consist of a maximum of five (5) members, appointed by the City Council as provided under Section 2.60 of the Bullhead City Municipal Code for a term of two (2) years.

102. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON

The Commission will, as the first order of business at the first scheduled meeting each July, elect a Chairperson ("Chair") and Vice Chairperson ("Vice Chair") from among its appointed members. Their terms will be for the succeeding fiscal year, and they will be eligible for reelection.

103. CHAIRPERSON

The Chair will preside at all meetings and hearings of the Commission, decide all points of order or procedure and perform any duties required by law, ordinance or these rules. The Chair will vote, and may participate in discussion of these motions. The Chair may confer with the City Manager or designee regarding: (a) placing matters on the agenda and/or agenda items, (b) scheduling special reports, (c) discuss current matters under consideration, and (d) discussion of future matters to be considered.

104. VICE CHAIRPERSON

The Vice Chair shall serve in the absence of the Chair or in the event the Chair resigns.

105. VACANCIES AND REMOVAL

A. Vacancies in the office of Chair or Vice Chair for any cause shall be filled for the unexpired term by a new election at any regular or properly scheduled meeting of the Commission.

- B. The members of the Commission may, by majority vote, request that the City Council replace any member who has exhibited conduct which includes, but is not limited by enumeration to, incompetence, willful inattention to duties, grossly discourteous treatment of the public, members of the Commission or City Council, willful violation of City ordinances, addictions to the use of alcohol or narcotic drugs, attendance at any meeting of the Commission while intoxicated, conviction of a felony or any criminal offense involving moral turpitude, or any other conduct unbecoming a member of the Commission. In addition, the members of the Commission may, by a majority vote, request that the City Council replace any member whom they consider as otherwise not fulfilling the obligation assumed by acceptance of appointment to the Commission. The Mayor and the City Council, may remove any member of the Commission in accordance with Chapter 2.44 of the Bullhead City Municipal Code.

106. STAFF REPRESENTATION

- A. The staff members who will attend all regular, special, or emergency meetings of the Commission are:
1. City Manager or designee; and
 2. A recording secretary.

107. STAFF SUPPORT

Staff's duties and obligations to the Commission include:

1. Preparation, posting and distribution of agendas and Commission member information packets usually not less than seven (7) calendar days prior to the regular or special Commission meetings.
2. Assist in the preparation of agendas from items generated by staff, or as requested by the Commission in a previous meeting.
3. Record the minutes of meetings and provide transcripts for review by the Commission prior to the next meeting.
4. Staff will present those agenda items generated by staff.

II. MEETINGS

201. COMPLIANCE WITH ARIZONA STATE OPEN MEETING LAW

All regular meetings, special meetings, and emergency meetings of the Parks and Recreation Commission shall comply with the Arizona Open Meeting Law as set forth in A.R.S. 38-431 *et seq.*

202. REGULAR MEETINGS

Regular meetings of the Commission will be held on the third Wednesday of each month at the Bullhead City Council Chambers, 1255 Marina Boulevard, Bullhead City, Arizona at 5:30 p.m. unless public notice is made of another meeting place. The meeting date or time may be changed if a quorum cannot be present for the regularly scheduled meeting. If a regular date falls on a holiday, the meeting will be held the following Wednesday or on any other day in close proximity on which the majority of the Commission is available.

203. SPECIAL MEETINGS

- A. Special meetings for good cause may be held by the Commission on call of the Chair upon the condition that written notice be given to all Commission members and staff, not less than twenty-four (24) hours and preferably seven (7) calendar days prior to the meeting.
- B. The Chair may schedule emergency meetings in accordance with the Arizona Open Meeting Law.

204. SITE VISITS

In order to carry out their duties, the Commission is permitted to visit a site of a matter scheduled to come before the Commission, individually or as a group. However, if more than three members travel to or meet at the site(s) together, the gathering WILL be deemed a meeting and must be in compliance with the Arizona Open Meeting Law. It is recommended that members not travel to or meet at any sites together unless staff has been notified and complied with agenda and posting requirements.

205. QUORUM AND VOTING

Three (3) members shall constitute a quorum. The affirmative votes of three (3) members shall be required for passage of any matter before the Commission. The minutes of the meetings will reflect a “yes” or “no” as cast on a particular measure and reflect the vote of each member present. A member may abstain from voting only upon a declaration that he or she has a conflict of interest, in which case the member shall take no part in the deliberations or vote on the matter in question. A member shall not vote on minutes from a meeting at which the member was not in attendance.

206. ATTENDANCE

The established dates of regular meetings permit Commission members to schedule personal business appointments not to conflict with Commission hearings. Members should notify staff in advance of anticipated absence from hearings. If a Commissioner misses three (3) consecutive meetings without valid cause, that Commissioner’s position will be considered vacant as determined by a majority vote of the Commission and will be filled as set forth in “vacancies and removal” above.

207. CONFLICT OF INTEREST

- A. Any member having a substantial interest in the outcome of any matter brought before the Commission under Arizona’s “Conflict of Interest” Laws shall declare their conflict in accordance with the law, in writing, on a form provided by the City Clerk, and not participate as a Commission member in the discussion, deliberation or decision of the matter.
- B. In addition, no Commissioner shall initiate, discuss, negotiate, secure, draft, or create any contract on behalf of the City if the Commissioner is an employee, agent, or consultant to any other party to the contract. If a Commission member believes a conflict of interest exists, that member may request and will receive a written opinion from the City Attorney regarding that member's participation and/or voting on any issue, which may come before the Commission for consideration.

208. ORDER OF BUSINESS

- A. The order of business will be as follows unless otherwise altered by the Chair:
 - 1. Call to Order.
 - 2. Roll call by the recording secretary.
 - 3. Pledge of Allegiance.
 - 4. Presentations.
 - 5. Call to the public.
 - 6. Staff report.
 - 7. Chairperson’s comments.
 - 8. Commissioners’ comments regarding current events.
 - 9. Hearing of action items.
 - 10. Discussion to identify and approve future agenda items.
 - 11. Adjournment.

209. PUBLIC HEARINGS ON ACTION ITEMS

The Chair will open the public hearing and invite comments from the floor. After the public hearing has been closed and a motion has been made by a Commission member and seconded by another Commission member, the Chair need not recognize any member of the public for comment. During the period of discussion of the motion by the Commission, a member may request the Chair to call a member of the public for further questions.

210. MEETING PROCEDURES

The Chair may consult with the City Attorney or designee or other staff to determine appropriate means of proceeding that may not be covered by these Bylaws. Any interpretation, however, must be consistent with the basic principles of parliamentary law: 1) courtesy and justice to all; 2) consider one thing at a time; 3) the minority must be heard; and 4) the majority must prevail.

III. AMENDMENTS

301. AMENDMENT PROCEDURE

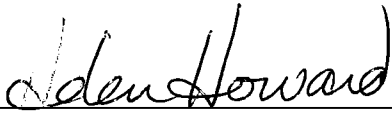
Amendments to these Bylaws may be made by the Commission upon the affirmative vote of three (3) members. Adopted amendments become effective at the next regular meeting of the Commission following approval of the City Council.

302. ANNUAL REVIEW

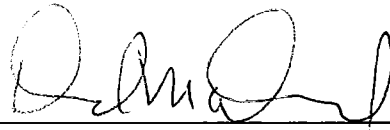
Staff will schedule an annual review of these Bylaws at or in close proximity to the first regular Commission meeting of each fiscal year.

303. FILING AND DISTRIBUTION

The most recently approved version of these Bylaws will be distributed to the members of the Commission and to the Mayor and members of the City Council. The recording secretary will maintain a file of the original copies of these rules and any subsequent amendments.



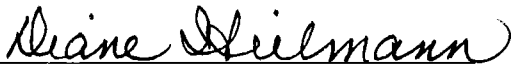
CHAIRPERSON



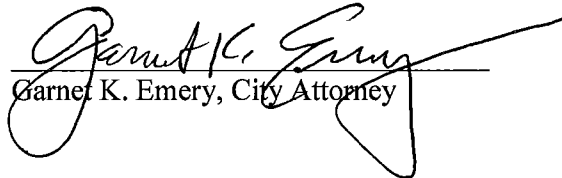
VICE CHAIRPERSON

ATTEST:

APPROVED AS TO FORM:



Diane Heilmann, City Clerk



Garnet K. Emery, City Attorney

Date Approved by Parks and Recreation Commission: 3-16-11

Date Ratified by City Council: 4/5/2011

First Approved by City Council 08/15/00