



# City of Tigard Park and Recreation Advisory Board

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## **B Y L A W S**

### **SECTION I. CHARGE AND DUTIES**

- A. The Park and Recreation Advisory Board hereafter referred to as the “Board” shall have no powers except as conferred by resolution, City Charter, Tigard Municipal Code, or the Oregon Revised Statutes.
- B. It shall be the function of the Park and Recreation Advisory Board to act as an advisory body to the City Council.
- C. The Board and its members shall conduct itself in a manner that’s in keeping with applicable federal, state, and local laws pertaining to conduct and ethics and the City of Tigard Code of Conduct. Any violation of the provisions of such laws shall be grounds for removal from office.
- D. The Park and Recreation Advisory Board is charged with advising the City Council on matters pertaining to:
  - Park and recreation opportunities for a growing Tigard;
  - Input received from Tigard citizens on matters related to parks and recreation; and
  - The future of park and recreation efforts in the City of Tigard.
- E. The Board may form subcommittees to investigate areas relevant to its charge or duties pursuant to this section.
  - Subcommittees may be formed with the approval of a majority of the Board.
  - Any findings must be approved by a majority of the Board before they become the findings of the Board.

### **SECTION II. COMPOSITION**

- A. The Board shall consist of seven (7) voting members and up to two (2) alternate members appointed by the City Council with the following representation:
  - At least five Board members must be residents of the City of Tigard.
  - Up to two Board members may reside outside the Tigard city limits.
- B. Membership may temporarily drop below required minimums due to resignations and/or difficulty in recruiting qualified applicants.

### **SECTION III. APPOINTMENTS**

- A. Council shall fill vacancies with individuals who meet the compositional requirements listed in Section II.
- B. Appointments of at-large members shall be made by the City Council, with recommendations from the mayor.

#### SECTION IV. TERM OF OFFICE

- A. Board members serve for a term of four years beginning July 1 on the year of appointment.
- B. Any vacancy in the Board shall be filled by appointment by the council and mayor for the unexpired portion of the term. The unexpired portion of a term does not count towards the fulfillment of the maximum number of allowed terms.
- C. Members may be reappointed for up to two full consecutive terms.
- D. Members shall receive no compensation for their services.
  - If funds are available, Board members may be reimbursed for expenses related to trips or conferences approved by the Board and consistent with city policies.
- E. An individual Board member may not act in an official capacity except through the action of the Board.
- F. A member who seeks to resign from the Board shall submit a written resignation to the chair of the Board, the staff liaison, or the city recorder's office. If possible, the resignation should allow for a thirty- (30) day notice so the City Council can appoint a replacement.

#### SECTION V. ORGANIZATION OF THE BOARD

- A. At its first meeting of the year, and thereafter annually, the Board shall elect a chair from its members who shall hold office at the pleasure of the Board.
  - **Chair.** The chair shall have general directional powers over the Board. The chair shall preside at all meetings and, in consultation with support staff, set the agendas and notify the Board of all meeting times and places. The chair shall also be an ex-officio member of all subcommittees and shall be the sole spokesperson for the Board unless this responsibility is delegated to support staff.
  - **Vice-Chair.** The Board shall elect a vice-chair to preside over the Board in the chair's absence.
- B. If the chair should resign, the Board shall, at its next meeting, conduct an election and provide a replacement to fill the unexpired term.
- C. Staff liaisons are the primary contacts for City of Tigard boards and the primary interface between these bodies and the City Council, city manager, and departments. Besides serving as a technical resource, staff liaisons are responsible for meeting logistics, member recruitment and recognition, recordkeeping, and monitoring board effectiveness.

#### SECTION VI. MEETINGS

- A. The regular meeting of the Board shall be held on the second Monday of each month at 7 p.m. at the Public Works Building unless otherwise determined by the Board. If the regular meeting day is a holiday, the meeting will be held on another date decided by the Board.
- B. The Board shall meet monthly, no less than six times per year at a time and place that is specified at least five (5) days in advance.

- C. The parliamentary authority for the Board is *Robert's Rules of Order Revised*, except where superseded by these bylaws or local, state, or federal law.
- D. The chair may call a special meeting, and the chair shall call a special meeting if requested by three or more members. The call shall state the purpose of the meeting. Notice of a special meeting must be in writing and communicated to all members at least five (5) days before the meeting.
- E. Agendas and minutes shall be posted for public notice on the City of Tigard web page and in the lobby of City Hall in compliance with Oregon Public Meetings Law. All meetings shall be open to the public. However, the Park and Recreation Advisory Board may go into executive session under the provisions of ORS 192.660. If an executive session is called to order, the appropriate ORS citation will be announced. All discussions are confidential and those present may disclose nothing from the session.
- F. A majority of votes of Board members present shall determine the official position of the Board on a given issue. Alternates are not allowed to vote under any circumstances.
- G. The chair shall vote on all matters before the Board unless having declared a conflict of interest.
- H. Board members shall not send or receive electronic communications concerning any matter pending before the Board during a Board meeting.
  - **Electronic Communications** means e-mail, text messages, or other forms of communications transmitted or received by technological means.
  - **Electronic Communications Devices** means lap-top computers, blackberries, cell-phones, notebooks, or other similar devices capable of transmitting or receiving messages electronically.
- I. Board members shall not use electronic communication devices to review or access information regarding matters not in consideration before the Board during a Board meeting.

## **SECTION VII. BOARD MEMBER RESPONSIBILITIES**

Members of the Board shall:

- Regularly attend meetings and contribute constructively to discussions.
- Consider and discuss issues from a citywide perspective, as well as that of particular stakeholder or interests.
- Strive to reach consensus on matters under consideration.
- Act with respect and consideration for the viewpoints of others.
- Not make representations on behalf of the City of Tigard or Board whether intentional or not, without authorization.

## **SECTION VIII. ATTENDANCE**

If a member is unable to attend a meeting, he or she is expected to notify the chair. If a member has missed five (5) regularly scheduled meetings within one year, the issue shall be placed on the upcoming agenda, and upon majority vote of the Board members present, that position shall be declared vacant. The Board shall forward its action to the mayor and council, who shall fill the vacant position.

## **SECTION IX. QUORUM**

At any meeting of the Board, a quorum shall be a majority of the current members (excludes alternates) of the Board. No action shall be taken in the absence of a quorum except that the meeting may continue with discussion on agenda items. For the purposes of forming a quorum, members who have disqualified or excused themselves from participation in any matter shall be counted as present.

In the event a quorum will not be present at any meeting, the chair or vice-chair shall notify the Board members in advance so that a decision may be made whether to meet and take no action on agenda items or to reschedule to a different time.

## **SECTION X. REMOVAL OF MEMBERS**

- A. The City Council may remove members of the Board in accordance with Section VIII Attendance.
- B. The Council may also remove members, when, in its judgment the conduct of a member does not conform to the City of Tigard Code of Conduct for Boards, Commissions and Committees or based on other conduct unbecoming a representative of the city.
- C. The Board may make a recommendation to council for the removal of a member in accordance with Section VII Member Responsibilities. The Board shall forward a recommendation for replacement to the mayor and council in a timely manner.

## **SECTION XI. ANNUAL REPORT OF THE BOARD**

- A. At least once per year, the Board shall schedule a joint meeting with the City Council.
- B. The annual joint meeting shall include a summary of key activities and proceedings and any specific suggestions or recommendations which the Board believes would be noteworthy to the council.

## **SECTION XII. AMENDMENTS**

These bylaws are adopted by resolution of the Tigard City Council, are binding on the Board, and may be amended by the City Council. Boards may propose amendments for council consideration.