

# The City of Purcell Parks and Recreation Advisory Board Bylaws

## Purpose:

The purpose of this advisory board is to provide input on and serve as a public sounding board for programs, activities, policies and new initiatives of the Parks and Recreation Department of the City of Purcell.

## Composition of Board:

The membership of the advisory board shall be by appointment by the Purcell City Council as indicated herein. Appointments shall be for two-year staggered terms except those appointments designated with an asterisk which will initially be a one-year term. There shall be no term limits on members.

Seat 1 Chairman

Seat 2 Vice-chair

Seat 3 Secretary

Seat 4

Seat 5\*

Appointed members shall be active residents of the city of Purcell and be representatives of, or active in, local parks, recreation and leisure services activities or organizations.

## Board Responsibilities:

This advisory board, as a whole, is charged by the City Council of Purcell to provide input, advice and counsel to the Parks and Recreation department on:

- The needs and interests of the community for recreation programs and facilities and recommendations to meet those needs.
- The promotion and solicitation of sponsorships.
- Proposed policy matters.
- The introduction and support of innovative ideas, concepts, programs, and procedures.
- Developing cooperative arrangements with other organizations and private groups.
- Service level needs and desires for the annual budget.
- The recruitment of volunteers to work with parks and recreation programs and activities.
- Implementation alternatives of special projects and studies.
- Developing a favorable public opinion of, and support for parks and recreation and leisure services through such means as community and neighborhood groups, fundraising and promotion.

## Officers and Their Duties:

The officers of the committee shall be as follows:

The **Chairperson** shall be elected by the Committee from its members, who shall preside at all meetings of the Committee and sign, execute, act, and deliver for the Committee all documents of any kind to be signed or delivered by the Committee. A vote for this position shall take place at the first meeting of the new calendar year.

The **Vice-Chairperson** shall be elected by the Committee from its members, and shall, in the absence of the Chairperson, act in his or her place with the full power and authority of the office. A vote for this position shall take place at the first meeting of the new calendar year.

The **Secretary** shall be elected by the Committee from its members, and shall, upon direction of the Chairperson, prepare a notice of all meetings and an agenda of all the matters to come before the Committee. The Secretary shall record and prepare all minutes of all meetings and mail or e-mail them to the Committee members no later than the Friday preceding the next regular meeting. A vote for this position shall take place at the first meeting of the new calendar year.

Staff Liaison:

The City of Purcell Parks and Recreation Director shall act as liaison to the board and provide the board with assistance necessary to the discharge of its duties. The Director shall provide administrative support for the board with respect to securing board meeting space and maintaining a permanent record of board minutes, correspondence, and member's terms of office.

Delegation of Authority:

All policy authority is reserved in the Purcell City Council. Policy management is executed by the Purcell City Manager. The City Manager may delegate execution of those practices and projects to the Parks and Recreation Director. ~~Procedural authority is reserved in the Parks and Recreation department.~~ The sole purpose of the advisory board is to provide input and feedback to department staff on its current and proposed initiatives.

Limitations:

This board shall not:

- Enter into any agreements, negotiations or any other agreements on behalf of the City of Purcell Parks and recreation department.
- Alter the board's charter without the approval of Purcell City Council.
- Direct the City of Purcell staff in its operations.

Meetings:

- Meetings for the Purcell Parks & Recreation Advisory Board will be held on the second Monday of every month, unless otherwise posted.
- Special or emergency meetings may be called by the Chairperson, Parks and Recreation Director, or any three voting members of the board.
- A majority of the voting members shall constitute a quorum for the conduct of business. Meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised.
- The board shall comply with the Open Meetings Act and provide public records and meetings minutes. The board shall approve the final minutes for each board meeting.

Duration:

The board is initiated with the approval of the City of Purcell and will remain in effect until discontinued by the Purcell City Council.

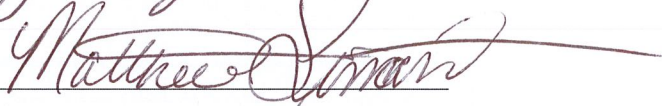
Amendments to Bylaws:

The Committee may, by a majority of the voting members, amend these bylaws or any provisions or sections thereof an any time when the same is not in conflict or contrary to any of the laws of the State of Oklahoma or applicable ordinances of the City of Purcell provided, however, that the notice of the proposed amendments be furnished by the Chairperson to the Committee not less than five (5) days prior to the meeting at which said amendments are to be considered.

The above foregoing bylaws are hereby adopted as the Bylaws of the City of Purcell Parks and Recreation Advisory Board, Purcell, Oklahoma.

Date this 15<sup>th</sup> day of December, 2021

Chairperson 

Vice-Chairperson 

City Clerk 

