

PARKS AND RECREATION BOARD BY-LAWS

ARTICLE I - NAME AND AUTHORIZATION

A. NAME

The name of the Board, as provided by Resolution 1040 of the County of Park, Montana, shall be known as the Park County Parks and Recreation Board ("Board").

B. AUTHORIZATION

The Board exists by the authority of the Park County Board of Commissioners ("Commissioners") and may be modified or abolished by action of the Commissioners.

ARTICLE II - PURPOSE AND FUNCTION

A. PURPOSE

The Board shall serve as advisors to the Commissioners and Planning Board on issues presented to the Board related to the fields of parks, trails and recreation.

B. BOARD FUNCTION & POWERS

The functions and powers of the Board shall be:

- (1) To review current parks and recreation programs and facilities in the county to determine additional needs, and submit recommendations pertaining to parks and recreation guidelines, policies, facilities, or user fees, if any, to the Commissioners;
- (2) Provide and gather public input on parks and recreation-related long-range plans;
- (3) Serve in an advisory capacity to the Commissioners for the location, construction, maintenance and funding of parks and recreation facilities;
- (4) Review all parks and recreation-related matters submitted to the Board by the Commissioners;
- (5) Make recommendations to the Commissioners on operating and capital budget needs as well as fees and charges, and monitor the recreation and parks budget throughout the year;

- (6) Inventory un-built county road right-of-ways to be recognized, retained, and improved for the purpose of trails and parks;
- (7) Make recommendations to the Commissioners on all proposed road abandonments prior to the Commissioner's decision on abandonment.
- (8) Periodically review and, if necessary revise and update, the *Park County Park Plan* and the *Livingston/Park County Trails Plan*;
- (9) Within the current Commissioner's goals, objectives, and budget, perform the above-mentioned duties using the following criteria:
 - a. Promote maximum utilization of parks, recreation facilities and programs;
 - b. Enhance the quality of the leisure life of all county residents through parks and recreation programs and services;
 - c. Provide to county residents as wide a variety of recreational opportunities as possible; and,
- (10) To review all subdivisions and advise the Planning Board and the Commissioners on subdivision parks and recreation issues.

ARTICLE III – BOARD COMPOSITION

- A. Voting Members.** There shall be five (5) voting Board members. All members shall be appointed by the Commissioners and shall be subject to the Board's by-laws.
- B. Terms.** Terms of the members shall be three (3) years. The members' terms shall begin on July 1 and end on June 30th.
- C. Staggered Terms.** Terms shall be staggered terms with the terms of two (2) members expiring every first and second year and one (1) member expiring every third year.
- D. Salary and Compensation.** Board members shall serve without salary or compensation but shall be entitled to documented expenses for mileage, *per diem* and expenses.
- E. Residency.** Board members shall be residents of Park County outside of the City of Livingston, City of Clyde Park, or any other incorporated areas of Park County.
- F. Appointments and Vacancies.** The Commissioners shall make all appointments and fill all vacancies on the Board after recommendations

are received from the Board. The Commissioners shall advertise in a local newspaper and post open member positions and vacancies at the City and County Complex at 414 East Callender Street, Livingston, Montana at least one month prior to filling the vacancy.

- G. Removal of Board Members.** Board members may be removed by the Commissioners for cause or for three unexcused absences during a calendar year.

ARTICLE IV - MEETINGS

- A. Quorum.** Three (3) Board members shall constitute a quorum for the purpose of conducting business at a regular or special meeting. Action at any meeting may be taken by a majority of voting members present and voting.
- B. Schedule.** The Board shall meet on the first Wednesday of each month at 3 pm.
- C. Minutes.** Written minutes shall be kept of all meetings. There shall be minutes kept on votes for all motions and the vote of each member. A copy of the approved minutes from each meeting will be forwarded to the Commissioners in a timely manner and the Commissioners shall file a copy with the Park County Clerk and Recorder.

ARTICLE V – OFFICERS

A. Officers

The elective officers of the Board include a Chair and Vice Chair. The Director of Planning, or appointed staff, will serve as Secretary of the Board.

B. Nomination and Election of Officers

Nomination of elective officers will be made from the floor at the annual election meeting which will be held on the first regular meeting of each year. The election will follow immediately thereafter. Officers may be nominated from among the Commissioners-appointed Board members only. A nominee receiving a majority vote of those present at the election will be deemed elected.

C. Terms of Officers

The elective officers take office at the first regular meeting of the year, usually January and serve for a term of one year.

D. Vacancies in Offices

Vacancies in elective offices will be filled immediately at a regular meeting by regular election procedure for the unexpired portion of the term.

E. Duties of Officers

(1) Chair

The Chair will preside at all meetings and public hearings of the Board and will call special meetings when he/she deems them necessary or is required to do so. The Chair shall sign minutes of Board meetings and all official papers and plans involving the authority of the Board which are transmitted to the Commissioners. The Chair may discuss all matters before the Board and make motions on all voting thereon. He/she will perform all the duties normally conferred by parliamentary usage on such officers and will perform such other duties as may be ordered by the Board except as otherwise provided in these by-laws, in other Board resolutions, in county ordinances, or state law.

(2) Vice Chair

The Vice Chair will assume the duties and powers of the Chair in his/her absence. If the Chair and Vice Chair are both absent, the remaining Board members may elect a temporary chair by a majority vote of those present at a regular or special meeting. This person will assume the duties and powers of the Chair and the Vice Chair for that meeting.

ARTICLE VI - COMMITTEE OPERATIONS

A. The Board shall have no authority other than as stipulated in the By-laws and approved by the Commissioners.

B. All meetings will be open to the public. For advertising purposes, the Board will provide to the County Planning Department a schedule of their meetings and will insure agendas and minutes are available to the public in accordance with applicable State Laws.

C. All meetings shall be conducted in accordance with *Robert's Rules of Order*.

D. Special meetings of the Board may be called by the Chairperson with the purpose of the meeting stated. Except in cases of emergency, at least three days notice shall be given to each member of a special meeting.

- E. The Board shall be notified by mail two weeks in advance of a meeting. Copies of the minutes shall be distributed to the Commissioners.

ARTICLE VII- BOARD MEMBERS' CONDUCT AT MEETINGS

A. STANDARDS OF CONDUCT

1. Board members will treat other Board members and other with respect.
2. Board members will respect the opinions of, and the differences among, individuals.
3. Board members will expect fairness in their decisions and actions internally and externally and be mindful of their impact on other groups and people.
4. Board members expect their actions to demonstrate care for their commission, their constituency, themselves and others, as well as for the community as a whole.
5. Board members will treat each member of the board and members of the public with respect at all times, regardless of an individual's opinion, ethnicity, race, sexuality, age, disability or religion.
6. Even in the face of disagreement or differences of opinion, Board members will demonstrate esteem and deference for their colleagues and the public.
7. Under no circumstances during Parks and Recreation Commission meetings, functions, or events will Board members engage in, or threaten to engage in, any verbal or physical attack on any other individual.
8. Board members will commit to communicate ideas and points of view clearly, and allow others to do the same without interruption.
9. Board members will not use language that is abusive, threatening, obscene, or slanderous, including using profanities, insults, or other disparaging remarks or gestures.
10. Derogatory language about an individual's ethnicity, race, sexuality, age, disability, or religion is not acceptable.

B. SANCTIONS FOR VIOLATING STANDARDS OF CONDUCT

1. With a quorum, the Parks and Recreation Board ("Board") may formally recommend to the Board of County Commissioners ("Commissioners") that a Board member be removed for either of the following reasons.
 - a. Upon the third absence from regular meetings that occurs without prior notification to the Chair.
 - b. Acts which are, in the opinion of the Board, a material violation of the by-laws or detrimental to the best interest of the Board or the community.

2. Any Board member so charged must be heard in a session at which the same quorum is present. The charges and minutes of the meeting must be forwarded to the Commissioners within five days. At the request of the charged board member, the session may be closed to the public.

3. The Commissioners may, with or without the recommendation of the Board, remove any member of the Parks and Recreation Board for misconduct, activities detrimental to the best interest of the County, or neglect of duty.

ARTICLE VIII - BY-LAWS AND EFFECTIVE DATE

A. Any changes to the By-laws will be reviewed and approved by the Board and the Commissioners and filed with the Clerk and Recorder's Office.

B. These By-laws shall become effective upon adoption by the Board and the Commissioners.

C. These By-laws may be amended at any regular meeting by a majority vote of the membership provided that the amendments(s) has(have) been submitted in writing at the previous regular meeting.

Amended December 10, 2009 by the County Board of Commissioners