

**CITY OF COLORADO SPRINGS
PARKS AND RECREATION ADVISORY BOARD**

BY LAWS

ARTICLE I - NAME AND AUTHORITY

1. The name of this organization shall be the Parks and Recreation Advisory Board, hereinafter known as the Board.
2. The Board is established by 4-1-103, 2001 Code, as amended, Chapter 4, Article 1, Part 103.
3. Composition, terms of office, powers and duties, and coordination with Planning Commission are determined by Sections 4-1-103, 104, 105, 2001 Code as amended, Chapter 4, Article 1, Part 103, 104,105.

Board Mission

"The Board shall act in an advisory capacity to the City Council and the Mayor in all matters pertaining to the planning, development, improvement, beautification, equipping and maintaining of the public parks, trails, open space, playgrounds, programs, the Urban Forest, recreation facilities, resources, and medians of the City, both within and without the corporate limits, including the Municipal cemeteries and golf courses together with the golf course clubhouses and appurtenant facilities." Sec. 4-1-104.

ARTICLE II - MEETINGS

1. Regular meetings of the Parks and Recreation Advisory Board shall be held in the Board Room on the second Thursday of each month at 7:30 a.m. or as is called by the Chair and posted according to City policy.
2. Special meetings of the Board may be held as necessary at the call of the Chairperson. Notice of the time, place, and purpose of all meetings of the Board shall be given to each member at least 24 hours in advance of each meeting.
3. A complete agenda, with sufficient supporting documents to allow an adequate basis for decision-making, shall be distributed to each member the Friday in advance of all regular Thursday meetings.
4. Unscheduled additions to the agenda shall be allowed when necessary, provided that decisions shall not be required on such items if the majority of those present feel the need of further discussion and data.
5. The following shall be the normal order of business at meetings, however, the Board Chair, in consultation with the Director of Parks, Recreation and Cultural Services, may change the order of business as the Chair deems appropriate:
 - a. Call to Order
 - b. Citizen Discussion (Time limit: five minutes or as established by the Chair)
 - c. Approval of Minutes of previous meeting
 - d. Director's Report

- e. Continuing Business
- f. New Business
- g. Subdivision Review
- h. Board Committee Reports
- i. Legal Session (as need basis)
- j. Adjournment

6. Meeting Procedures:

- (a) Board members should wait to be recognized by the Chair before speaking or asking questions.
 - (b) For each agenda item, the procedure that will be followed:
 - (1) Staff presentation (which may include presentations by consultants or other parties, such as the proponents of an item). Board members are asked to save their questions and comments until the presentation is complete except in extraordinary circumstances.
 - (2) After the initial presentation is concluded, the Board may ask questions of the staff and other presenters. This is not a time to make comments, such as pro or con comments, about the item at hand. The Board's role is to listen to the staff and presenters, ask questions, listen to the public, and then make comments and discuss the agenda item.
 - (3) After the Board has asked its questions of the staff and presenters, then the Chair will call for public comment. At this time anyone from the public may address the Board, but the public is requested to be (a) as concise as is reasonable under the circumstances and (b) not repetitive. The Board may ask questions of each citizen speaking at public comment following that citizen's comments (and after being recognized by the Chair).
 - (4) After the public comment is done, then the Board may ask any questions of staff or presenters based upon the public comment.
 - (5) Next, the Board enters into discussions about the agenda item. The Board can now make pro/con or other comments about the agenda item.
 - (6) For action items on the agenda, the Chair will entertain a motion. If the motion is seconded, then the Board will enter discussions to consider the motion.
 - (7) After the Board has discussed the motion, a vote will be called. If the motion fails, another motion can be entertained.
7. Public meetings for the purpose of gaining input from citizens shall be called by the Board when deemed necessary, with adequate advance notice and publicity provided by the Department.
8. There will be an annual meeting for new and existing Board members by the Director and Board Chairperson. A packet of orientation materials, including a section on trends, will be distributed to the Board members as soon as possible after appointment.

ARTICLE III - VOTING

1. No action items shall be heard without a quorum. A quorum constitutes of five Board members.
2. All motions, resolutions, and other acts of the Board shall be determined by the majority vote of those present, provided there is a quorum.
3. All voting shall be by voice vote, unless a roll call vote is requested by one or more members, in which case the minutes shall record the vote of each member.
4. City Council's Rules and Procedures (City Code 1.2.903 "Rules and Procedures" for Boards and Commissions shall determine the procedural conduct of all meetings, except as may otherwise be stated by City Council. The Procedures for Not-for-Profit Corporation shall become secondary, behind the Rules and Procedures by City Council as stated in the City Council's Rules; Part 3 No. 12., which states use the Parliamentary Law and Procedure and Practice for Non-Profit Organization in the absence of any other rules.

ARTICLE IV - OFFICERS AND DUTIES

1. At the end of the June meeting each year, the Board shall elect from among its members a Chairperson and Vice-Chairperson, to be effective immediately.
2. The term of office for each shall be one year, or until their successors are elected and take office.
3. The Chairperson shall call and preside at all meetings of the Board, appoint all committees and will represent the Board and the Parks, Recreation and Cultural Services Department at functions and meetings as required.
4. The Chairperson shall work closely with the Vice Chairperson and the Director of the Parks, Recreation and Cultural Services Recreation Department in developing the agenda for official meetings and in determining the need for special sessions.
5. The Chairperson shall serve as liaison between the Board and the Director.
6. The Vice-Chairperson shall assume the duties of the Chairperson in his/her absence.
7. In the absence of both Chairperson and Vice-Chairperson, the Board shall elect a Chairperson pro tempore.
8. The responsibility of keeping Minutes of Board meetings and of handling administrative duties of the Board will be the responsibility of the Director.

ARTICLE V - AMENDMENTS

1. These By-Laws may be amended at any time by a majority vote of the full Board, provided that all members have been notified in writing one week in advance of the proposed amendment(s).

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BOARD POLICY

1. This is an advisory board, as contrasted from a policy setting body such as the City Council. Therefore, all communications to the City Council are recommendations and are to be so worded.
2. Attendance by Board members at scheduled meetings, and special meetings, is expected. Any member who misses more than 25% of regular meetings during any twelve (12) month period may be dropped from the Board. (See Section 1.2.905, 2001 City Code as amended, Chapter 1, Article 2, Part 905).
3. Relationship of the Board to the staff: Board members channel of communication with the staff is through the Chairperson of the Board to the Director. Sub-committee work is channeled through the Director to staff. Requests to individual staff members for information, reports, or other considerations shall be cleared through the Director.
4. Relationship of the Board to the City Council: Written Communications stating Board recommendations shall be the primary source of communication. When requested or when deemed advisable, the Chairperson or their designate will be present at the Formal or Informal sessions of City Council to state the Board's recommendation and answer questions or submit written comments to Council in lieu of being present.
5. The Director has the authority and responsibility for the operation and administration of the Department and for executing the policy for park and recreation programs. Occasionally the Director may request review, advice, and/or recommendations from the Board on these internal matters. Policy on internal operation matters is subject to review by the Mayor.
6. The Board reviews the CIP (Capital Improvement Project) budget of the Department and gives their recommendations. It is imperative that the Board assist the Director and staff in interpreting the needs and reasons for the CIP budget adoption by Council.
7. All meeting shall be public except for those Executive Sessions provided by law.
8. An important function of the Board is to adopt and recommend a Parks, Recreation and Cultural Services Master Plan to City Council and to review and update such from time to time. After the Master Plan has been formally approved, it is the Board's responsibility, along with staff, to see that recommendations to the City Council and the Mayor are consistent with such adopted plans.
9. Board policy should be reviewed as necessary. Recommendations for changes in Board policy may be initiated by Board members, the Director, the Mayor, or City Council and acted on in the same manner as changes in the By-Laws which includes advance notice plus majority vote.
10. Public meetings for the purpose of getting input and gathering consensus from the

community may be called at the discretion of the Board. The Board Chairperson will officiate; the Director and staff will present background information and pertinent data.

11. The Board may appoint ad hoc committees as may be necessary to the effective functioning of the Board and staff.
12. The Board supports the concept of a balanced and varied recreational program for citizens of all ages and backgrounds.
13. The City Attorney's office provides an orientation for Board members regarding conflicts of interest issues. Members may find themselves confronted with a situation where they have a conflict of interest. The direction provided by the Attorney's office shall be followed in these situations.

**CITY OF COLORADO SPRINGS
PARKS AND RECREATION ADVISORY BOARD**

JOB DESCRIPTION

1. As an advisory body to the City Council on parks and recreation resources within the City, the Parks and Recreation Advisory Board holds a public meeting monthly to review matters pertaining to the planning, development, improvement, beautification, equipping and maintaining the public parks, playgrounds, programs, urban forests, recreation facilities, community centers and resources including golf courses and cemeteries. Recommendations are made based on the Parks and Recreation Master Plan, the City's Comprehensive Plan, public and private master plans, facts and analysis provided by the City staff, testimony provided by the applicants and opponents, and the Parks, Recreation and Cultural Services Department's recommendations.

Prior to the monthly meeting held the second Thursday of each month at 7:30 a.m., if additional time is needed to review all documents and written material prepared for each agenda item, and to visits in the field when appropriate.

2. The Board interacts periodically with City Planning Commission, City Council, and County Park Advisory Board.
3. Board members are appointed to various subcommittees of the Board or as representatives to committees as well as unaffiliated committees with common interests to the Board.
4. Board members attend special work sessions, budget hearings, and other park and recreation related presentations and field trips.

PARKS AND RECREATION ADVISORY BOARD

ADVISORY BOARD COMMITTEES (Establishment of)

Committees of the Parks and Recreation Advisory Board may be established according to Section 4.1.103, City Code 2001, as amended.

In accordance with Item 11 of the Parks and Recreation Advisory Board Policy, "the Board may appoint ad hoc or standing committees as may be necessary to the effective functioning of the Board and staff."

The following policies and procedures are in effect to establish committees of the Parks and Recreation Advisory Board:

1. Board committees may be established and disbanded by Board approval, and will be reviewed as needed or periodically for consistency with the purpose of establishment.
2. The request for a committee of the Board may be initiated by the Board Chairperson, Board member, Council member, staff or citizen. Staff input for the establishment of a committee will be provided if requested.
3. Prior to the Board's adoption of a committee, goals and objectives of that committee will be stated by the Board.
4. The Chairperson shall appoint representative(s) from the Board to serve on the committee as a voting member(s). An effort will be made to distribute committee representation among Board members.
5. Citizen appointments will be approved by a vote of the Board. Recommendations for committee appointments will be provided by staff and/or Board.
6. Committee members will serve two-year staggered terms, to expire on the anniversary date (year will vary) of the initial appointment of committee members. If the committee is long-standing, members may serve two full terms.
7. Members of standing committees who miss more than 25% of the meetings in one year may be dropped from the committee.
8. Committee policies and operating procedures will be established by staff for Board approval, patterned after Parks and Recreation Advisory Board policies and operating procedures. The purpose and scope of the committee will be addressed in these two documents.
9. A Chairperson and Vice Chairperson will be elected from the committee membership each year, and the term of office shall be one year.
10. Meeting dates will be established by the committee.

11. **Appropriate Parks, Recreation and Cultural Services Division staff will provide assistance to the committee. A manager, or his designee, will be appointed as the primary staff contact.**
12. **All committees shall be required to provide an annual report or a final report to the Advisory Board, in which progress of accomplishment of the goals and objectives, as stated in Item 3, are reported.**
13. **No committee shall have the power to commit the Board to the endorsement of any plan, program or request without the approval of the Board.**
14. **The Chairperson and Vice Chairperson of the Board, or designee, automatically become ex-officio members of all committees created by the Board.**