



PARKS AND RECREATION DEPARTMENT

## **Bylaws of the Parks and Recreation Advisory Board of the City of New Braunfels**

The Advisory Board shall be governed by Article III, Section 2-56 - 58, and Chapter 86-36 through 86-42 Code of Ordinances, New Braunfels, Texas.

### ARTICLE 1: RULES OF THE ADVISORY BOARD

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#### Section 1. Purpose

The parks and recreation advisory board shall act in an advisory capacity to the city council and the Director of Parks and Recreation in all matters pertaining to parks and recreation; and shall cooperate with other governmental agencies and others in the advancement of sound park and recreation planning and programming.

#### Section 2. Membership

The Parks and Recreation Advisory Board shall be composed of seven (7) members. All members shall be resident citizens of the city, shall serve without compensation, and shall be appointed by a majority of the city council,

##### 2a Terms of Members

The terms of office for the advisory Board shall commence when appointed by City Council and shall be for three (3) years in length.

##### 2b Vacancy in Membership Due to Absenteeism

Any Advisory Board member shall forfeit that membership if absent for more than three (3) consecutive meetings without formal consent from the board. If a member's place on the Advisory board shall be deemed to be vacated, the City Council shall be advised to declare the position vacant and appoint a new member to fill the vacancy.

##### 2c Filling of Vacancies

All vacancies in the Parks and Recreation Advisory Board occurring prior to the expiration of a member's term shall be filled in the same manner as initial appointments, by a majority vote of the city council.

#### Section 3. Officers, Rules and Regulations

The parks and recreation advisory board shall select from its members a chairman, and a vice-chairman, and such board shall adopt, subject to the approval of the city council, such rules and regulations governing its proceedings as it may deem proper. Such rules and regulations shall not be inconsistent with the ordinances of the city. Such officers shall hold office for terms of one (1) year or until their successors are elected.

#### Section 4. Limitations

The Advisory Board shall not be authorized to incur on the behalf of the City of New Braunfels any expense incidents to the operation of the Parks and Recreation Department, unless expressly authorized to do so by the City Council. The Advisory Board shall not knowingly conduct business assigned by ordinance to any governing or advisory body of the City of New Braunfels.

## ARTICLE II: MEETINGS

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### Section 1. Regular Meetings

The regular meeting shall be held on the first Tuesday of each month at the hour of 6:00 p.m. at a place designated in the Advisory Board meeting agenda.

### Section 2. Notice of Meetings

A notice of all regular Advisory Board meetings shall be delivered to board members at least seventy-two (72) hours before each meeting. Notice of all meetings shall be posted at the New Braunfels Municipal Building according to all state and municipal laws.

### Section 3. Special Meetings

A special meeting may be called any time by the Chair or by three (3) members of the Advisory Board.

### Section 4. Place of Meeting

The place of the Advisory Board meeting shall be stated in the agenda.

### Section 5. Quorum

Four (4) members of the Advisory Board constitute a quorum.

### Section 6. Rules of Order

General parliamentary rules (as given in Robert's Rules of Order) as modified by the rules and regulation of the Advisory Board shall be observed in conducted meetings of the Advisory Board.

### Section 7. Order of Business

The following items shall be the order of business of the Advisory Board, but rules of order may be suspended and any matter considered or postponed by the action of the Advisory Board.

1. Call to Order
2. Roll Call
3. Recognition and Presentations
4. Communication from Citizens
5. Approval of Minutes Items for Discussion and/or Action
6. Adjournment

## ARTICLE III: OFFICE

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### Section 1. Appointment of Officers

Each November, the Advisory Board shall elect from its members a Chair and Vice Chair to serve for a one (1) year term.

### Section 2. Duties of the Chair of the Advisory Board

The Chair shall preside at the meetings of the Advisory Board, shall consult with the Parks and Recreation Department Director regarding agenda topics, and follow-up with advisory board members that have two consecutive absences.

### Section 3. Duties of the Vice-Chair

The Vice-Chair, in the absence of the Chair, shall do all duties of the Advisory Board Chair. Lacking both officers, the Advisory Board shall elect a Chair Pro Tem who shall perform the duties of Chair.

Section 4. Duties of the Parks and Recreation Department Director

The Parks and Recreation Director or his/her designee shall serve in an advisory capacity to the board. The Director will appoint a person to record the proceedings and prepare the minutes of all meetings.

#### ARTICLE IV: COMMITTEES OF THE ADVISORY BOARD

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Section 1. Appointment of Special and/or Standing Committees

Special and/or Standing Committees composed of Advisory Board members and/or other persons shall be appointed by a majority vote of the Board, Committees will ~~consideration~~ and study of ~~any~~ matters not covered by the Advisory Board during regular or special meetings. The special committee shall report its findings to the Advisory Board.

#### ARTICLE V: AMENDMENTS

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Section 1. Amendments

The bylaws of the Advisory Board may be amended at any regular meeting of the Advisory Board by a majority vote of the members present, provided previous notice of the nature of any proposed amendment shall have been given at least one regular meeting before the action thereon shall be taken. Any by-law amendments must be approved and adopted by the City Council before taking effect. The bylaws shall also be automatically amended by any future ordinances passed by the City Council.