

**PARKS & RECREATION ADVISORY BOARD
OPERATING PROCEDURES**

August 23, 2004 DRAFT

LF092904-07

AUTHORIZATION

Ordinance 3956, which was approved by the Rapid City Common Council on July 21, 2003, established the Parks & Recreation Advisory Board. The initial appointments to the Board were made by Mayor Jim Shaw on January 19, 2004. The Parks & Recreation Advisory Board is charged with advising the City Council and the Parks & Recreation Department Director on municipal recreation activities within the City of Rapid City, including the municipal swimming pools, ice rink and community gymnasiums, and in conjunction with the Golf Advisory Board Subcommittee, golf courses.

MEMBERSHIP

The Advisory Board membership shall consist of five members, each of whom shall be a registered voter of the City of Rapid City. Members shall be appointed by the Common Council.

Initially, the City Council shall appoint two members for a term of three years, two members for a term of two years, and one member for a term of one year. Thereafter, members shall serve three-year terms. Members may be re-appointed.

All members of the Parks and Recreation Advisory Board shall serve without compensation except for actual expenses which shall be subject to approval by the City Council.

Members of the Parks and Recreation Advisory Board may be removed by the Mayor for cause, with the confirmation of the City Council. "Cause" shall include but not be limited to three consecutive unexcused absences from regular meetings.

Three members of the Board shall constitute a quorum for the transaction of business. An affirmative vote of a majority of the members of the Board shall be required to authorize any action of the Board.

If a vacancy should occur other than through the expiration of term, it shall be filled for the remainder of the unexpired term in the same manner as for appointment.

SCHEDULE OF MEETINGS

The Parks & Recreation Advisory Board shall meet monthly on the _____ or an alternate date as may be established by the Chairperson. Additional meetings may be called at the request of any member of the committee. A meeting agenda shall be posted at least twenty-four hours in advance of the meeting at City Hall.

OFFICERS

At the regular meeting in December of each year, the Board shall elect from its number a chair and a vice-chair. The term of office will be January 1st through December 31st of the following year. The vice-chair shall act in the absence or disability of the chair. In case the chair or vice-chair vacates their appointment, the Board shall immediately

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select a replacement. The Parks & Recreation Director shall serve as the secretary to the Board.

DUTIES OF THE BOARD

The Parks & Recreation Advisory Board shall advise the City Council and Parks and Recreation Director on all municipal recreation activities within the City of Rapid City and all municipal recreation facilities, as well as the maintenance of all parks.

The Board shall also advise the Parks and Recreation Director in preparing a budget request for consideration by the City Council, and on the expenditure of all budgeted funds in accordance with state law and city policy.

The Advisory Board shall advise the City Council and the Parks and Recreation Director on the maintenance of all municipal parks and recreation facilities. In addition, the Board shall recommend to the Mayor a candidate to fill the position of Parks and recreation Director, if the position is vacated.

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