

**BYLAWS OF THE  
PARKS AND RECREATION ADVISORY BOARD  
CITY OF RAPID CITY, SOUTH DAKOTA**

LF092904-06

**ARTICLE I - DUTIES AND FUNCTIONS**

**Section 1 - Parks and Recreation Advisory Board Duties**

- (a) The purpose of the Parks and Recreation Advisory Board shall be to serve the City Council in matters pertaining to parks or recreation programs in the City of Rapid City.
- (b) The duties and functions of the Parks and Recreation Advisory Board shall be to consider and make recommendations to the City Council on requests for City funding or action on park facilities or recreation programs.
- (c) The Parks and Recreation Advisory Board shall review the prioritization of park and recreation capital improvements on an annual basis.
- (d) The Parks and Recreation Advisory Board shall also plan and conduct public meetings on major park projects as required.
- (e) The Parks and Recreation Advisory Board shall conduct a biennial survey of the community to determine recreational needs.
- (f) The Parks and Recreation Advisory Board shall keep current a parks inventory plan.

**ARTICLE II - MEMBERS**

**Section 1 - Composition**

- (a) The Parks and Recreation Advisory Board shall consist of five (5) members.
- (b) Members of the Advisory Board shall be chosen who, through their desire, education, experience and public service, will represent the community at large in the areas of long range as well as current park and recreation development and planning.

## Section 2 - Term

- (a) The terms of each member of the Parks and Recreation Advisory Board shall be three (3) years. 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. The initial terms for Advisory Board Members shall be staggered to achieve continuity on the Board. Members shall not be limited as to the number of terms.
- (b) All members of the Parks and Recreation Advisory Board shall serve without compensation except for actual expenses which shall be subject to approval of the City Council.
- (c) Members of the Parks and Recreation Advisory Board may be removed by the Mayor with the confirmation of the City Council for cause.
- (d) Vacancies that occur other than through the expiration of term shall be filled for the remainder of the unexpired term in the same manner as for appointment.

## Section 3 - Attendance

Any member absent from 25% of the regular meetings in any calendar year, or three consecutive regular meetings without justifiable cause as determined by the Chairman, may be recommended for removal by the Mayor with the confirmation of the City Council.

## ARTICLE III - OFFICERS

### Section 1 - Offices

The offices of the Chairperson and Vice Chairperson shall be maintained. Such additional offices as may be necessary may be created from time to time.

### Section 2 - Election of Officers

The Chairperson and Vice Chairperson shall be elected by the members of the Parks and Recreation Advisory Board.

### Section 3 - Chairperson Duties

The Chairperson shall preside at all meetings of the Parks and Recreation Advisory Board, shall direct (or cause to be) staff to notify the Rapid City Common Council and other involved bodies to be notified of the recommendations and actions of the Advisory Board, shall direct staff to see that all decisions of the Advisory Board are properly carried out, and shall perform other duties and functions as may be determined by the Advisory Board. The Chairperson may select other members of the Advisory Board to assist in carrying out the duties of the office. The Vice Chairman shall assume these responsibilities in the absence of the Chairperson.

### Section 4 - Terms of Office

The Chairperson and Vice Chairperson shall be elected at the regular meeting held in December of each year. The term of office for the Chairperson and Vice Chairperson shall be one year and shall run from January 1st to December 31st. The Chairperson and Vice Chairperson shall be eligible for re-election.

## ARTICLE IV - COMMITTEES

### Section 1 - Appointment

The Chairperson, with the concurrence of the Parks and Recreation Advisory Board, may establish such committees as may be necessary for the conduct of the business of the Advisory Board. The Chairperson shall appoint the members of such committees.

### Section 2 - Committee Meetings

Any meetings of the committees created pursuant to this section shall be held in accordance with all applicable sections of the South Dakota Codified Laws and the requirements of the Rapid City Municipal Code. All members of the Advisory Board shall be entitled to attend meetings of the committees.

## **ARTICLE V - MEETINGS**

### **Section 1 - Open Public Meetings**

- (a) All meetings of a quorum of the Parks and Recreation Advisory Board, or committees thereof at which any public business is discussed, are public meetings open to the public at all times.
- (b) The minutes shall be taken of any meetings which are public meetings open to the public pursuant to the provisions of this section, and shall be promptly recorded. The minutes shall be open to the public at the Department of Parks and Recreation during normal business hours.

### **Section 2 - Regular Meetings**

Regular meetings of the Advisory Board shall be held monthly and in accordance with the schedule established by the Advisory Board. At such meetings the Advisory Board shall consider all matters properly brought before the Advisory Board as set forth on the agenda, pursuant to the provisions of Section 6 of this article.

### **Section 3 - Agenda**

The agenda for regular meetings shall be prepared under the direction of the Chairperson. Advisory Board members or staff may add items to the agenda at the beginning of each meeting.

### **Section 4 - Special Meetings**

The Chairperson of the Advisory Board may call a special meeting as needed; however, notice of the special meeting shall be given at least forty-eight (48) hours in advance. Such notice shall set forth the time, place, date and purpose of the special meeting.

### **Section 5 - Quorum**

A quorum for the conduct of business at any meeting shall be three (3) members of the Advisory Board. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date.

### **Section 6 - Advisory Board Action**

In all actions coming before the Advisory Board, the affirmative vote of a majority of those present and voting shall be required to forward a

recommendation to the City Council. In the event of a tie vote on an item, the motion shall be defeated. The Chairperson may vote on all matters to come before the Advisory Board. Members voting shall be in attendance at the meeting, and no voting by proxy shall be allowed.

#### Section 7 - Rules of Procedure

All meetings shall be conducted in accordance with these bylaws. Where these bylaws do not prescribe specific procedural rules, the Parks and Recreation Advisory Board shall conduct all business in general compliance with Robert's Rules of Order.

### ARTICLE VI - CONFLICT OF INTEREST

#### Section 1 - Disclosure of Conflicts of Interest

Except as provided in Section 2 of this article, no member of the Parks and Recreation Advisory Board shall participate in the voting upon, or recommendation to the City Council, of any matter before the Parks and Recreation Advisory Board in which the member has a potential personal or pecuniary interest not common to other members of the Advisory Board.

#### Section 2 - Application

The provisions of Article VI shall apply to all proceedings of the Parks and Recreation Advisory Board or committees thereof, deemed open public meetings provided that nothing contained in this subsection shall be construed to authorize a Parks and Recreation Advisory Board member to participate in any proceedings where such participation is otherwise prohibited by law.

### ARTICLE VII - AMENDMENT

#### Section 1 - Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Parks and Recreation Advisory Board, provided that the proposed amendment has been introduced in writing at least two weeks prior to a regular meeting

of the Advisory Board. Amendment of the bylaws shall require the affirmative vote of three of the members of the Parks and Recreation Advisory Board.

Adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

**PARKS AND RECREATION  
ADVISORY BOARD**

\_\_\_\_\_  
Chairperson

**DRAFT**