

**THE CITY OF TOWNSEND
PARKS AND RECREATION ADVISORY BOARD
BY-LAWS**

Article I – Name & Purpose

1. By municipal ordinance, the City of Townsend created the Parks and Recreation Advisory Board for the purpose of coordinating programs for citizens of all ages.
2. To provide quality recreation experiences for the citizens of Townsend.
3. To oversee the needs of the City's park(s) and its facilities.
4. To provide an annual budget and recommend to the Board of Commissioners.
5. The advise the Board of Commissioners on the needs of the community in the parks and recreation department.

Article II – Membership & Terms

1. There shall be a Board for Parks and Recreation for the City of Townsend consisting of a total of five (5) unpaid members.
2. These members shall consist of one (1) member of the City Commission designated as the parks and recreation officer.
3. Four (4) members of the community, all which are to be appointed by the Board of Commissioners.
4. At least two (2) of the community members must live inside the city limits. The other two (2) members must have a Townsend address, but are not required to live inside the city limits.
5. The terms of each of the five (5) appointed members will be for two (2) years, except for the beginning terms once the ordinance takes effect. During this term, which will begin when they are appointed, two (2) of the board members will serve until the end of August 2024, and two (2) of the members will serve until the end of August 2026. Thereafter, their two (2) year terms will expire at the end of August, to coincide with the Board of Commissioner's terms.
6. The one City Commission appointment will serve until the end of August 2026. Thereafter, a two (2) year term will expire at the end of August, to coincide with the Board of Commissioner's terms.
7. The Board of Commissioners will fill the expired terms on the Board during their August meeting, to take effect September 1st.
8. The City Manager will be an ex-officio member and attend all Board meetings.
9. The City Recorder will serve as the Board's secretary and shall prepare the agendas and minutes as well as provide public notice of all meetings.
10. Three (3) unexcused absences from regularly scheduled meetings during the calendar year shall constitute a resignation from the Board. The Board of Commissioners may remove any member for cause and may fill any vacancy.

Article III – Meetings

1. The board shall meet every second Tuesday of each month at 6 o'clock in the evening; unless otherwise specified. Special meetings and work sessions shall be held as needed.
2. Three (3) members on the Board shall constitute a quorum for meetings.
3. All meetings shall be open to the public.
4. Meeting location shall be determined by the Board.
5. All meetings shall be conducted in accordance with Robert's Rules of Order.

Article IV – Officers and Duties

1. Officers shall consist of a Chairman and Vice-Chairman.
2. Chairman and Vice-Chairman will be appointed at the start of the first meeting and thereafter every two (2) years at the first meeting after the new terms begin.
3. The Chairman and Vice-Chairman will be chosen from the five (5) appointed members of the Board.
4. Chairman- shall preside over all meetings of the Board and shall call special meetings of the board. The Chairman shall enforce on all occasions the observance of order and decorum. Authenticate, by signature, when necessary, all acts, orders, and proceedings of the Board. Chief spokesperson for the Board.
5. Vice-Chairman – In the absence of the Chairman, the Vice-Chairman will preside over the meetings.
6. Secretary - The Secretary shall be the City Recorder for the City of Townsend and shall prepare the agendas and minutes, as well as provide public notice of all meetings.

Article V – Amendments

1. These By-Laws may be amended by a majority vote at any meeting of the Board if members have been given a written copy of the proposed amendment three (3) days prior to the meeting.

Approved this 8th day of August, 2023


Chairman


Secretary