

BY-LAWS
PARKS AND RECREATION ADVISORY BOARD
CITY OF CARROLLTON, TEXAS

The following rules of procedure have been adopted by the Parks and Recreation Advisory Board (hereby referred to as "Board") and shall be in effect until such time as they are amended or new rules adopted as prescribed in Article VI of this resolution.

ARTICLE I: PARKS AND RECREATION ADVISORY BOARD

Section 1 Powers and Duties

The powers, duties, objectives and purposes of the Board are as set forth in Ordinance No. 2405, as adopted by the City Council.

Section 2 Orientation of Members

Upon appointment to the Board, all new members must attend an orientation session. At the orientation session, a copy of any material applicable to the roles and responsibilities of the Board will be given to the new member. Additionally, the new member will receive at a minimum, an explanation of the procedures of the Board, duties of the Board, conflict of interest information, a copy of the Board's last year's minutes, and attendance requirements for Board members.

Prior to serving on the Board, newly appointed and re-appointed members must be sworn in and sign an Oath of Office. The Oath of Office shall be notarized and shall be kept with the Minutes Book of the Board.

Section 3 Attendance

It is imperative that members maintain regular attendance. Any member who will not be in attendance at a meeting must notify the Chair or staff liaison of his or her absence prior to the meeting. At the beginning of the public meeting, the Chair must announce, for the record, the names of members absent.

Three (3) consecutive absences or the absence of a member from more than twenty-five (25) percent of the meetings in any 12 month period shall cause the Board to review the attendance record of the member and make a recommendation to the City Council on the appointment.

Section 4 Sub-Committees and Their Functions

Special sub-committees may be appointed by the Chair of the Board. These sub-committees may be assigned any issue normally considered by the Board.

When the Board appoints a member as a liaison to a special committee or ad hoc task force, such appointment shall be made by a majority vote of the Board.

Section 5 Appointment of Members and Terms of Office

All resident citizens and qualified voters of the city of Carrollton, who have been residents of the State of Texas for at least one (1) year, residents of the city for at least six (6) months, hold no other public office except that of notary public or member of the national guard or armed services, and are not in arrears in the payment of any taxes or other liability due the city, may be appointed or reappointed to the Board. All qualified candidates must apply in writing to the City Council stating their qualifications for the appointment or reappointment prior to the advertised deadline. The Parks and Recreation Department shall advise the Board of the deadline for submittal of applications.

Members of the Board shall be appointed for terms of two (2) years, but serve at the pleasure of the City Council. Terms of office should be staggered so approximately one-half the membership at any time has experience. The terms of office shall expire when a successor has been appointed. In the event that a vacancy occurs on the Board prior to the expiration of a full term, the City Council will appoint a new member to complete the unexpired term. Any member of the Board may be reappointed by the City Council upon completion of his or her term unless such reappointment would exceed the term limits established by the City Council.

A member of the Board ceasing to reside in the city of Carrollton or filing for public office during his or her term of office shall immediately forfeit his or her office.

Section 6 Annual Report

The Chair may submit to the City Council an annual report containing a summary of the accomplishments and activities for the calendar year and stating the Board's goals and workplan for the next year.

ARTICLE II: OFFICERS

Section 1 Duties of Chair

The Chair will preside over all meetings of the Board and have the duties normally conferred by parliamentary procedure to such office. He or she shall have the privilege of discussing all matters before the Board and voting thereon. He or she shall sign such papers and documents as may be deemed necessary. He or she shall appoint all sub-committee and may call special meetings of the Board. He or she shall be responsible for the efficient and orderly transaction of the Board's business.

Section 2 Duties of Vice-Chair

The Vice-Chair shall perform the duties of the Chair in his or her absence, or inability to act.

Section 3 Duties of Secretary

The secretary shall keep the minutes and records of the Board, prepare the agenda of regular and special meetings, provide notice of meetings and copies of minutes to Board members, arrange proper and legal notice of all hearings, and attend to the correspondence of the Board and such other duties as are normally carried out by a secretary. It shall be the duty of the secretary to submit to the Board the minutes of the previous meeting so that the same may be corrected, if

necessary, to reflect fairly and accurately the proceedings heard at the last meeting. Said minutes shall not be official until they are approved by a majority vote of the Board.

The Director of Parks and Recreation or his or her designee shall be the secretary of the Board.

Section 4 Election of Officers

The Chair and Vice-Chair shall be elected for a term of one year by members of the Board at a regular meeting of the Board. The date of the election shall be decided by a majority vote of the Board members.

Section 5 Vacancies

If a vacancy of any elected office occurs, the Board will schedule an election to fill the vacancies in accordance with Section 4 of this Article.

ARTICLE III: MEETING PROCEDURES

Section 1 Regular Meetings

Regular meetings of the Board will be held six times per year on the fourth Monday of February, April, June, August, October and the first Monday of December, at 6:30 p.m. at a designated location. Under special circumstances, such as holidays and special events, the Chair may reschedule the meeting dates.

Section 2 Special Meetings

Special meetings may be called at any time by the Chair, or upon a written request signed by five (5) members of the Board, provided the meeting is posted in accordance with the Open Meetings Act. All members shall be notified three (3) days in advance of any special meeting, and the notice shall specify the purpose of said meeting.

Section 3 Quorum

Any five (5) members shall constitute a quorum for the transaction of business. The affirmative vote of a majority of those attending any meeting at which there is a quorum present shall be necessary to pass any motion, resolution, or action of the Board.

Section 4 Order of Business

The order of business of each meeting shall be as contained in the agenda that is duly posted in accordance with state law. However, the order of business for any meeting may be changed if a motion to revise the agenda is approved by a majority of the Board members present.

Section 5 Rules of Order

The rules of order shall be determined by the Chair.

Section 6 Participation of the Public at Public Hearings

Where a public hearing is conducted by the Board, proponents and opponents of a particular issue shall be given full and adequate opportunity to present their respective views. If a large delegation is present to speak on either side of an issue, the Chair may ask the delegation to

appoint a speaker or speakers to represent the delegation during the period of testimony. The Chair may establish a time limit and shall announce such limitation at the beginning of the public hearing.

During the public meeting, there shall be no loud and disorderly behavior.

Section 7 Voting

The number of votes necessary to determine a question shall be a majority of those present. Voting shall be by a show of hands unless a roll call vote is requested by a member of the Board. For all votes the Chair shall state the names of those voting in the affirmative and against a specific motion. Each member present shall be required to vote unless he or she has a conflict of interest, either as defined by state law or as expressed to the Board by the Board member.

Section 8 Conflict of Interest

All members must abide by the City Charter and the Texas Local Government Code in determining whether the person has a conflict of interest that disqualifies him or her from voting or rendering a decision. If a person determines that they have a disqualifying conflict of interest, they must complete an affidavit prior to the public meeting on the issue.

A person has a substantial interest in a business entity if:

- A. The person owns 10 percent or more of the voting stock or shares of the business entity or owns \$15,000 or more of the fair market value of the business entity; or
- B. Funds received by the person from the business entity exceed 10 percent of the person’s gross income for the previous year.

A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more. An interest of a person related in the first degree by either affinity (marriage) or consanguinity (blood) to the local public official is also a substantial interest. The following chart shows examples of relatives within the first degree of consanguinity.

CONSANGUINITY	BLOOD RELATIONSHIP
1 st Degree	Parents, children
2 nd Degree	Grandparents, Grandchildren, siblings
3 rd Degree	Aunts, uncles, nieces, nephews

A Board member may also declare an ethical conflict of interest. This would include involvement with an item, which, while not meeting the requirements for a statutory conflict of interest, would create an ethical conflict of interest. The member shall inform the Chair prior to the meeting, and shall declare for the public record such conflict at the introduction of the item at the meeting.

Any member of the Board having a conflict of interest in an item shall refrain from discussing the item or voting on it during the public meeting on said item, after notification of the same to

the Chair. Any member who has a conflict of interest may appoint an individual to represent his or her interests at the public meeting or in dealings with city staff. If a member has a conflict of interest on a specific issue as defined by state law, he or she must also complete and sign a disclosure statement prior to the opening of the public meeting.

A Board member is not required to remove himself or herself from the public meeting room if he or she has a conflict of interest on a particular item. If a Board member remains in the public meeting room, such member shall conduct himself or herself in an impartial way and shall not act in any manner that is distracting to the Board or its deliberations on the case.

Section 9 Minutes of Meeting

Accurate minutes of all proceedings of the Board shall be prepared by the secretary and approved by the Board at the following regular meeting. The approved minutes and the tapes of the proceedings must be made available to the public in the Parks and Recreation Department.

Section 10 Adjournment

At the end of the meeting, the Chair shall state, "There being no further business, the meeting is adjourned."

ARTICLE IV: ADMINISTRATIVE PROCEDURES

Section 1 Continuance of a Public Hearing

The Board may, at their discretion, continue a public hearing if they determine that additional time is needed to provide information pertinent to the case, or interested parties will not be available to testify on the date of the hearing.

Section 2 Petitions

Any petitions submitted to the Board shall include the signature and address of the property owners if they are to be recognized as a response to any item.

ARTICLE V: PARKS AND RECREATION DEPARTMENT

The Parks and Recreation Department for the City of Carrollton shall attend all meetings of the Board and shall advise the Board on matters affecting the Board's business. The Director of Parks and Recreation shall present Board's recommendations to the City Council, and will officially serve as a liaison between the Board and the public. The Director shall also cooperate with other public and private agencies for the acceptance and effectuation of the recommendations of the Board, and will supply information for and encourage interested public agencies and citizen organizations in programs to promote the public understanding of the recommendations of the Board.

ARTICLE VI: AMENDMENT TO RULES

Section 1 Amendment Procedure

Any proposed change or amendment to these rules must be introduced into the record by a member of the Board not less than two (2) weeks in advance of the regular meeting at which such change or amendment is to be considered for approval. Any proposed amendment to these rules must be approved by a majority vote of the membership.

Section 2 Annual Review

Each year, when the annual report is presented by the Board, review of the By-laws shall also be undertaken to identify any areas of discussion or possible change.

ARTICLE VII: REVIEW BY COUNCIL

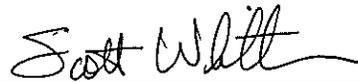
Upon the adoption of this resolution, a copy of the By-laws shall be certified by the secretary of the Board and presented to the City Council for its review. The Council may submit to the Board any amendments deemed necessary by the Council.

Approved by the Parks and Recreation Advisory Board on the 27th day of February, 2012.

Effective date: February 27, 2012



Aaron Hunsaker, Chair
Parks and Recreation Advisory Board



Scott Whitaker, Parks and Recreation
Director