

**BYLAWS of the CITY of CRAIG  
PARKS, RECREATION and TRAILS ADVISORY BOARD**

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**Article I – Name**

The name of this Board shall be the City of Craig Parks, Recreation and Trails Advisory Board.

**Article II – Purpose**

The Mayor of the City of Craig, with the concurrence of the Council, shall appoint a Parks and Recreation Board which shall act in an advisory capacity to the City Council and the Director of the Department, including assisting in planning of recreation activities and in helping to promote a long-range program for the development of the City's parks, recreation, and trails system.

**Article III – Members**

Section 1 The City Council shall select five persons who are citizens of the city of Craig or Moffat County. The members shall serve three-year staggered terms. A member of the City Council and the Parks and Recreation Director shall be ex-officio, non-voting members of the Board.

Section 2 The first appointments to the Board shall be for the following terms:

Two members to be appointed for two years,

Three members to be appointed for three years.

for a total of five members.

After the first two years, new members shall be appointed for three-year terms.

Section 3 Appointments to fill vacancies shall be for the unexpired term and shall be made in the same manner as original appointments.

Section 4 No member of the Board shall receive any compensation for such membership.

Section 5 Members of the Board may be removed by action of the City Council for malfeasance or nonfeasance or for unexcused failure to attend three consecutive meetings of the Board. The Board may recommend such action to the Council.

Section 6 In addition to 5 voting board members, 2 alternate (non-voting) board members will be appointed for three year terms. Should a voting board member position become available, the senior alternate is given the first opportunity to fill the vacancy.

**Article IV – Officers**

Section 6 The officers of the Board shall be the Chairperson and Vice-Chairperson. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Board. The Chairperson shall preside at all meetings of the Board. In the absence of the Chairperson or in the event of his or her inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson.

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Section 2 The officers shall be nominated and elected by ballot to serve for one year (September of each year) or until their successors are elected, and their term of office shall be begin at the close of the annual September meeting at which they are elected.

**Article V – Support Duties**

Section 1 The secretary for the Parks and Recreation Department or an appointed city employee shall keep a full and accurate account and record of all meetings of this Board plus the correspondence, files and records thereof. Also included in the duties of the secretary will be to prepare and forward all reports required by the Chairperson and/or board members, keep a continuous attendance record, do and perform other acts and duties as may be incident to this office or may be properly required of the secretary from time to time by the Chairperson of the Board

**Article VI – Meetings**

Section 1 The regular monthly meeting of the Board shall be held on a date and time specified by the Chairperson. Written notice of the time and place of the meeting shall be made available to the public one week prior to the meeting. Each Board member will be counted on to be in attendance unless the Parks and Recreation office receives a call to the contrary.

Section 2 The regular meeting in September of each year shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and consideration of any other business that may arise.

Section 3 Special meetings may be called by the Chairperson of the Board or upon written request by three members of the Board filed with the Director of the Parks and Recreation Department. The purpose of the meeting shall be stated at the time of the request. In cases of emergency, twenty-four hour notice shall be given.

Section 4 Three voting members of the Board shall constitute a quorum. In the event three voting members are not present, an alternate board member will be considered a voting member for the sole purpose of forming a quorum.

Section 5 The action of the majority of the members present at any meeting of the Board at which a quorum is present shall be an act of the Board.

**Article VII – Committees**

Section 1 Standing or special committees shall be appointed by the Chairperson and adopted by a majority of the members present at a meeting at which a quorum is present. Except as otherwise provided, Chairperson shall appoint members thereof. The Chairperson shall be an ex-officio member of all committees.

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Section 2 Each member of a committee shall continue as such until the next annual meeting and until his or her successor is appointed unless the committee shall be sooner terminated by resolution of the Board or unless such member ceases to qualify as a member thereof.

Section 3 One member of each committee shall be appointed Chairperson by the person or persons authorized to appoint the members thereof.

Section 4 Each committee shall be comprised of a minimum of two members of the Board and appropriate staff members from the Parks and Recreation Department. Additionally, the committee chairperson may appoint citizens at large or qualified professionals to serve on a committee.

Section 5 The committee chairperson shall call and preside over all meetings of that committee. If the chairperson is absent, the committee members shall elect a temporary Committee Chairperson to chair the committee meeting. The Committee Chairperson shall provide written reports of committee meeting proceedings to all Board member.

Section 6 It shall be the responsibility of each Committee Chairperson to submit reports of each meeting to the Parks & Recreation director for keeping permanent files.

**Article VIII – Parliamentary Authority**

The rules continued in the current edition of “Robert’s Rules of Order Newly Revised” shall govern the Board in all cases in which they are applicable and which they are inconsistent with these bylaws and any special rules of order the Board may adopt or any City of Craig Administrative regulation.

**Article IX – Amendment of Bylaws**

Recommended bylaw changes may be adopted at any regular meeting of the Board by a two-thirds vote provided that the proposed change has been submitted in writing at the previous monthly Board meeting.

It is hereby certified that these bylaws were unanimously adopted by the Board at a duly called meeting held the \_\_\_\_\_ day of \_\_\_\_\_, 2000

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Chairperson, Parks and Recreation Advisory Board