

Parks Advisory Board Bylaws

Article 1

Name

1.1. **Name.** The Kendall County Parks Advisory Board, hereinafter referred to as the Advisory Board, was established by the Kendall County Commissioner's Court on January 25, 2021.

Article 2

Purpose

2.1. **Purpose.** The purpose will be to advise the Parks Department and Commissioner's Court on matters pertaining to (a) the Comprehensive Parks, Recreation, and Open Space Master Plan, (b) the acquisition of park and recreation areas and facilities, (c) the development of park and recreation areas and facilities, and (d) any other items determined by the Parks Director.

Article 3

Members

3.1. **Number and Appointment.** The Advisory Board shall be composed of nine (9) members appointed by the Kendall County Commissioner's Court. The Commissioner's Court requires at least two (2) members from Precinct Four and one (1) member from Precinct One, Two, and Three.

3.2. **Qualifications.** Any resident of Kendall County who has expressed a general interest in the improvement of the County's parks and recreation areas and facilities shall be eligible for appointment to the Advisory Board. A member of the Advisory Board shall not be an employee or an appointed or elected official of the county.

3.3. **Terms.** Members will be appointed to three year terms in January of each year, beginning January 1st and ending December 31st. For purposes of the initial appointments, three members shall be appointed for a three-year term, three members shall be appointed for a two-year term, and three members shall be appointed for a one-year term. Those initial members appointed for terms of less than three years shall be considered to have served partial terms, and shall be eligible to serve two full terms subsequent to the completion of their respective initial appointments. Any member originally appointed to fill a vacancy, due to resignation of a former member, may serve two full terms if the vacancy had less than 18 months remaining and the member's reappointment is approved by the Commissioner's Court.

3.4. **Resignation.** Any member desiring to resign from the Advisory Board shall submit his/her resignation to the Chair of the Advisory Board in writing. Whenever a vacancy occurs during a term, appointment filling the vacancy shall be to fill the unexpired term.

3.5. **Attendance and Removal.** A member who misses three meetings in a calendar year, except in case of illness, may be removed from the advisory board.

Article 4 Duties

4.1. **Duties & Responsibilities.** Members of the Advisory Board are free to meet with the Parks Director to discuss programs, facilities, objectives, or other related matters at any time and are not limited to formal sessions. The line between policy and administrative responsibilities should be kept clear and the Advisory Board shall serve as an advisory role and shall not become involved in the actual administration and operation of the Parks Department, which shall be the responsibility of the Parks Director and the Commissioner's Court. The Advisory Board is organized to advise the Parks Department and County Commissioner's Office on policy and programs and shall generally have the following duties and responsibilities:

- A. Recommend and help secure and maintain a comprehensive master plan and other pertinent studies for the parks department for the acquisition and development of a system of parks, facilities, and recreation programs.
- B. Review proposals for capital improvements that impact parks and recreation.
- C. Inform and investigate the needs of the general public to the Parks Director and Commissioner's Court.
- D. Help promote and provide volunteer support.
- E. Make recommendations on fees and charges for parks facility use.
- F. Provide oversight to partnerships developed with outside organizations such as the YMCA, Boys & Girls Club, and local school districts.
- G. Advise staff in the promotion of community education and recreation programs and services.

Article 5 Meetings

5.1. **Regular Meetings.** Meetings of the Advisory Board shall be held at a location open to the public on a bimonthly (every two months) basis minimum.

5.2. **Special Meetings.** Special meetings of the Advisory Board may be called by the Chair, Commissioner's Court, or the Parks Director.

5.3. **Notice of Meetings.** Written notice of the time, place and agenda for both regular and special meetings shall be posted on the county website and given to each member of the board either by personal delivery or by mail, phone, e-mail or fax at least 72 hours before the meeting.

5.4. **Electronic Meetings.** Meetings of the Advisory Board may be held partially or entirely by teleconference, internet videoconference, or other similar electronic transmissions so long as a quorum of board members participate in person, at the designated meeting site. Participation in a meeting pursuant to this Section 5.4 shall constitute presence in person at such meeting, except where a person participates in the meeting for the sole and express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened.

5.5. **Open Meetings Act.** Meetings will adhere to the provisions of the Open Meetings Act by the posting of notices and agendas with the County Judge's office or on the County's internet website.

5.6. **Quorum.** A minimum of five (5) board members of the current membership of the Advisory Board shall constitute a quorum at a meeting of the Advisory Board. At a meeting of the Advisory Board, official business may only be conducted with a quorum. If a quorum shall not be present at any meeting of the Advisory Board, the board members present may receive information about the Advisory Board business, and may deliberate future action, but shall take no action. If a quorum shall not be present at any regular meeting of the Advisory Board, the presiding officer may nevertheless call the meeting to order and recess the meeting from time to time, without notice other than announcement at the meeting, until a quorum may be present.

5.7. **Voting.** A majority vote shall be required for passage of any official business.

Article 6 Officers

6.1. **Officers.** The officers consist of a Chair and Vice-Chair, who shall be elected by the Advisory Board.

6.2. **Term of Office.** The term of office shall be one year. Officers shall be elected at the first regular meeting following January 1st of each calendar year and shall serve in such office until the first regular meeting following January 1st of the subsequent calendar year.

6.3. **Chair Duties.** The chair shall have general supervisory and directional powers of the Advisory Board. The chair shall preside at all Advisory Board meetings, set the agendas, and notify the Advisory Board of all meeting times and place.

6.4. **Vice-Chair Duties.** The Vice-Chair shall serve only to preside at meetings of the Advisory Board, when the Chair is absent.

6.5. **Secretary.** The secretary shall keep minutes of said meetings.

6.6. **Staff.** The Kendall County Parks Department staff will act as Secretary to the Advisory Board.

Article 7 Amendments

7.1. **Amendment.** These by-laws may be amended at any regular meeting a quorum being present by a majority vote, provided a copy of the amendment has been provided to each member at least one week before the meeting. Any such amendment shall be in effect upon subsequent approval by the Commissioner's Court.