

**WEST ST. PAUL PARKS & RECREATION ADVISORY COMMITTEE  
BYLAWS**

**I PURPOSE**

The purpose and responsibility of the Parks & Recreation Advisory Committee is to act in an advisory capacity to the City Council in matters pertaining to parks and recreation.

**II MEMBERS**

The Committee shall consist of seven (7) members. Ex-officio non-voting members include one City Council member, one representative from the West St. Paul Athletic Association and one City Staff member. The City Council member shall be available to address any questions raised by the Committee regarding items on the agenda.

**III APPOINTMENTS, TERMS, VACANCIES**

- A. Appointments. All appointments shall be made by the City Council, with each member of the City Council having the right to nominate one member from their respective wards.
- B. Terms. Members of the Committee are appointed for a term of two (2) years. Members shall hold office until March 1 of their expiring terms or until their successor is appointed.
- C. Vacancies. A vacancy may occur by death, resignation, disability or removal. A member with three (3) or more absences in a year shall be subject to removal by the City Council. Any member may be removed by the City Council with or without cause.

**IV OFFICERS**

The Committee will elect a chair and vice-chair from among its members for a term of one year. The chair, or in the absence of the chair, the vice-chair, presides at meetings so as to keep them moving as rapidly and efficiently as possible and shall remind members and guests to only address the subject matter on the published agenda.

**V DUTIES**

The duties and functions of the Committee shall be:

- A. To perform fact-finding tasks as requested by the City Council that pertain to parks and recreation.
- B. To act in an advisory capacity to the City Council in matters pertaining to parks and recreation and to cooperate with other governmental agencies and civic groups in the advancement and cooperation of sound park and recreation planning and programming.

- C. As requested by the City Council, to study and recommend policies to the City Council on recreation services to the City Council.
- D. To have periodic inventories made of recreation services that exist or may be needed and interpret the needs of the public to the City Council.
- E. Other duties as assigned by the City Council.

## VI STAFF

The City Manager shall appoint the appropriate City Staff members to review, approve and prepare all agendas, to make recommendations to the members, to advise them on all matters on their agenda, and to prepare all reports. The City Staff members shall keep the City Manager apprised of all matters concerning the Committee. The City Manager shall appoint a recording secretary to take minutes of the meetings or shall arrange for such minutes to be taken.

## VII MEETINGS

- A. Regular Meetings. The Committee shall prepare a regular meeting calendar and place of meetings, which shall be approved by the City Council on an annual basis.
- B. Special Meetings. When deemed necessary by the City Manager, a special meeting may be called by the chair or any three (3) members of the Committee. Notice of any special meeting must be posted at least three (3) days in advance and Committee members shall be provided at least three (3) days' notice of the time, place and purpose of the meeting.
- C. Notice. All meetings of the Committee are open to the public and shall comply with the Open Meeting Law for posting and publishing all meetings. No business shall be considered at a special meeting unless specified in the notice. Notice of all meetings shall be sent to the City Council.
- D. Minutes of Meetings. The Committee shall keep minutes of its meetings. Copies of all minutes, motions and resolutions shall be available to the public upon request, unless such information is nonpublic data pursuant to the Minnesota Government Data Practices Act.

## VIII RULES OF PROCEDURE

- A. Roberts Rules of Order. The most current edition of Roberts Rules of Order shall govern the Committee so long as they are not inconsistent with these bylaws or any special rules of the Council.
- B. Amendment. These Bylaws may be amended by the City Council.
- C. Temporary Suspension of the Bylaws. In special circumstances, the Committee may suspend a specific rule of the Bylaws by 2/3 vote.

## IX COMMITTEE EXPECTATIONS

Each member shall agree to and sign the West St. Paul Committee Members' Expectations.