

RESOLUTION NO. 20-02

A RESOLUTION RESCINDING RESOLUTIONS NO. 18-23 AND 19-13, CITY OF SCAPPOOSE PARKS AND RECREATION COMMITTEE BYLAWS

WHEREAS, the Scappoose City Council created a Parks and Recreation Committee to make recommendations to the City Council regarding development of new parks for the City of Scappoose and coordinating community activities and programs for public benefit; and

WHEREAS, the members of the Committee volunteer their time to meet once per month for an evening meeting; and

WHEREAS, a need was identified to clarify the authority of the Mayor and City Council pertaining to the appointment and removal of members, alternate members, and ex-officio representatives of the Committee.

NOW THEREFORE, THE CITY OF SCAPPOOSE ORDAINS AS FOLLOWS:

City of Scappoose Park and Recreation Committee

BYLAWS

ARTICLE I – NAME

Scappoose Park and Recreation Committee

ARTICLE II – AUTHORIZATION

Established by Resolution No. 15-15, passed August 3, 2015, then amended by Resolution No. 17-27, passed September 5, 2017, and then Resolution No. 18-11, passed on June 6, 2018, rescinded and replaced Resolution No. 15-15 and Resolution No. 17-27, and then amended by Resolution No. 18-23, passed on October 1, 2018, rescinded and replaced Resolution No. 18-11 and then amended by Resolution No. 19-13, passed July 15, 2019.

ARTICLE III – PURPOSE

A. Advise and make recommendations to the City Council on park and recreation policies and issues.

B. Support community and City Council efforts to maintain, develop and promote parks and recreation opportunities.

ARTICLE IV – RESPONSIBILITIES/OBJECTIVES

- A. To advise the City Council on park and recreation matters.
- B. To support the development of a Master Plan and updates as necessary.
- C. To be the City's ambassadors in developing and promoting park and recreation activities.
- D. To act as a facilitator for community forums that serve as a catalyst for the promotion and development of park and recreation activities.
- E. To encourage building partnerships and coordination with other local, regional and state organizations that enhance park and recreation opportunities that benefit the City of Scappoose and south Columbia County.
- F. To respond to additional matters relating to parks and recreation as requested by the City Council

ARTICLE V – ORGANIZATION AND STRUCTURE

Section 1 Membership

- A. Membership of the Scappoose Park and Recreation Committee shall consist of a maximum of nine (9) voting members appointed by the Mayor and with the consent of the City Council in accordance with Scappoose Municipal Code 2.040.080. A majority of SPRC members shall be from the private sector.
- B. Members shall live or work or have significant interest in parks and recreation opportunities in the City of Scappoose.
- C. Ex-officio representatives of related organizations and the business community may also be invited to participate in SPRC meetings and work sessions as determined by the Mayor with the consent of the City Council
- D. Members of the SPRC will be appointed by the Mayor and with the consent of the City Council for terms up to three years, or a portion of three years if appointed to fill an unexpired term. Expiration dates for terms shall be staggered so that no more than one-third or up to three of the members' terms will expire in any year. It is recommended that members who have filled an unexpired term may serve for two full subsequent terms; however, no more than two consecutive full terms may be served by any member.
- E. An alternate to each member may be selected by the Mayor with the consent of the City Council. The alternate member may participate in discussions, but shall have no vote, unless a regular member of the Committee is absent or not participating due to a conflict of interest; in

such case the alternate shall be called upon to vote. In no case shall both the member and alternate both have a vote on the same motion.

F. Members, their alternates, or ex-officio representatives missing three (3) consecutive meetings will be considered for removal. The commission will present a written recommendation to Council for their action.

Section 2. Officers

A. The SPRC shall elect a Chair and Vice Chair every twelve (12) months.

B. The duties and powers of the officers of the SPRC, who shall be elected annually in July, shall be as follows:

(1) Chair

- Preside at all meetings of the Committee
- Development of a written agenda in sufficient time to allow for distribution to Committee prior to any regular meeting.
- Call special meetings of the Committee in accordance with the By-laws;
- See that all actions of the Committee are properly taken;
- Presents the Committee's views, recommendations or actions to the City Council and any other appropriate body as designated by the Mayor, Council or Council's liaison to the commission.
- Co-Sign official documents of the SPRC, with Recording Secretary.

(2) Vice Chair

- During absence, disability, or disqualification of the Chair, the Vice Chair shall exercise or perform the duties and be subject to all of the duties of the Chair.

C. The following position is filled by City of Scappoose staff assigned to the SPRC and is not a member of the Board.

Recording Secretary

- Keep summary minutes of all meeting of the SPRC;
- Give or serve all notices required by law or required in the SPRC By-laws;
- Prepare the agenda of all meetings of the SPRC;
- Be custodian of SPRC records;

- Inform the SPRC of correspondence relating to business of the SPRC and attend to such correspondence;
- Co-Sign official documents of the SPRC, with Chair.

ARTICLE VI - MEETING PROCEDURES AND QUORUM

A. The SPRC shall hold regularly scheduled meetings. Members will be reminded by written notice, including electronic means such as email, at least five (5) days prior to the scheduled meetings. The notice will include the date, time, location and agenda for the meeting. The SPRC shall schedule and publish regular meeting dates on a monthly basis. Summary minutes shall be taken for all meetings and shall be available for viewing by anyone, on request. Minutes are to be distributed to all members and others expressing an interest in receiving them.

B. Special meetings may be called at any time by the Chair or by a petition signed by not less than three of the SPRC membership, setting forth and the reason for calling such a meeting.

C. SPRC Meetings shall be publicized in accordance with the Oregon public meetings law.

D. A majority of current membership entitled to vote shall constitute a quorum for the transaction of business.

E. Robert's Rules of Order shall guide the SPRC in all cases not otherwise provided for in these rules. All final determination of procedure shall be the responsibility of the Chair.

F. Matters referred to the SPRC by City Council shall be placed on the calendar for consideration and action at the first regular meeting of the SPRC after such reference, providing that an appropriate amount of time is allowed for public notice if required by law.

G. Committees and subcommittees shall meet at the call of the SPRC Chair and the respective committee or subcommittee.

H. The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.

I. A report of the SPRC activities shall be made to City Council annually.

ARTICLE VII - AMENDING BY-LAWS


Amendments to these bylaws may be made by the City Council or may be proposed by the Parks and Recreation Committee to the City Council. City Council will consider all amendments proposed by a majority of the Parks and Recreation Committee.

ARTICLE VIII - APPROVALS

The above bylaws for the Scappoose Park and Recreation Committee have been duly considered and reviewed, and are hereby recommended for adoption by the Scappoose City Council this 21st day of January, 2020.

PASSED AND ADOPTED by the Scappoose City Council on this 21st day of January, 2020, and signed by me and the City Recorder, in authentication of its passage.

CITY OF SCAPPOOSE, OREGON



Scott Burge, Mayor

Attest: 

Susan Reeves, MMC, City Recorder