

## RESOLUTION NO. 18-11

### A RESOLUTION ESTABLISHING A PARKS AND RECREATION ADVISORY COMMITTEE FOR THE CITY OF SCAPPOOSE AND RESCINDING RESOLUTION'S 15-15 and 17-27

**WHEREAS**, the City of Scappoose recognizes the substantial benefits from public input regarding the planning, development, and construction of city parks and coordinating community activities on city parks; and

**WHEREAS**, at the recommendation of the Mayor, and with the approval of the Scappoose City Council, the City feels it is appropriate to establish a Parks and Recreation advisory 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;

#### **NOW THEREFORE, BE IT RESOLVED:**

**Section 1: Establishment.** A Parks and Recreation Committee is hereby established.

**Section 2: Responsibilities.** The Committee shall have the responsibilities to advise the City Council on the planning, construction, land acquisition, operating and maintenance, and organized and coordinated activities and other issues related to parks in the City of Scappoose.

**Section 3: Membership.** Membership shall consist of nine (9) members appointed by the Mayor and with the consent of the City Council in accordance with Scappoose Municipal Code 2.04.080. Any vacancy shall be filled by appointment by the Mayor, with the consent of the City Council for the un-expired term of the predecessor in office. The membership of the Committee shall be comprised of individuals who shall live, work or have significant interest in parks and recreation opportunities in the City of Scappoose. Members shall be registered voters. Members shall receive no compensation.

The Committee shall also consist of ex-officio members without vote to advise and assist. Ex-officio members shall include a City Councilor.

**Section 4: Term of Office.** Committee members shall be appointed for a term of three (3) years, excepting in cases where such appointment is made to fill a vacancy.

**Section 5: Election.** At its first meeting, the Committee shall elect a Chairperson and Vice-Chairperson who shall serve at the pleasure of the Parks and Recreation Advisory Committee.

**Section 6: Staff Involvement.** The City Manager will assure that the committee is properly staffed.

**Section 7: Meetings and Rules.** A majority of the voting membership of the Committee

shall constitute a quorum. The Committee shall make recommendations to the City Council consistent with the laws of the State of Oregon, and with the Charter and ordinances for the City of Scappoose. The Committee shall meet at such times and places as may be fixed by the Committee, but no less than once each month. The Parks and Recreation Advisory Committee shall at all times abide by the provisions of the Oregon Public Meeting Laws and the Parks and Recreation Committee Bylaws (attachment A).

**PASSED AND ADOPTED** by the Scappoose City Council this 4<sup>th</sup> day of June, 2018, and signed by me and the City Recorder, in authentication of its passage.

**CITY OF SCAPPOOSE, OREGON**

  
\_\_\_\_\_  
Scott Burge, Mayor

Attest:   
\_\_\_\_\_  
Susan M. Reeves, MMC, City Recorder

# **City of Scappoose Park and Recreation Committee**

## **BYLAWS**

### **ARTICLE I – NAME**

Scappoose Park and Recreation Committee

### **ARTICLE II – AUTHORIZATION**

Established by resolution by the Scappoose City Council, Resolution No. 15-15, passed August 3, 2015.

### **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 Scappoose City Council. 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 voting members.
- D. Members of the SPRC will be appointed by the Scappoose 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. 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, or their alternates, 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 recommended at a regular membership meeting or at a special meeting of the SPRC called for that purpose, provided that written notice has been sent to each member at least fourteen (14) days before the meeting. The notice shall state the amendments that are proposed to be made in the bylaws. Only the changes that have been specified in the notice shall become effective upon the affirmative vote of a majority of SPRC board members and is subject to the approval by City Council.

#### **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 3<sup>rd</sup> day of August, 2015.