



# Park Board of Peculiar Bylaws

## **ARTICLE I. NAME**

The name of this body is Park Board (*Board*) of Peculiar.

## **ARTICLE II. PURPOSE (REFERENCE SECTION 125.070)**

- A. The Park Board serves as an advisory board to the Board of Aldermen in matters involving the recreational programming and budget planning of the City's parks for the welfare of Peculiar citizens.
- B. The Park Board shall have the power to recommend to the Board of Aldermen and/or the City Administrator.
- C. The Park Board shall make recommendations to the Board of Aldermen relative to the annual budget of the Park Fund; and regarding the care of the City's parks and trail system. These recommendations may include, but are not necessarily limited to, the following matters:
  - 1. All matters relating to policy formation, programming, legislation and use of park and recreation facilities and areas;
  - 2. Changes, additions or uses that will improve the effectiveness of the parks and recreation programs or facilities, including budgetary recommendations;
  - 3. Rules and regulations to govern the City's parks, recreation areas, and facilities as may be expedient and not inconsistent with this Article or directives of the Board of Aldermen;
  - 4. Recreational programming for citizens of Peculiar;
  - 5. The trail system; and
  - 6. Any other duties as may be assigned by the Mayor or the Board of Aldermen.
- D. The Park Board shall make and adopt bylaws, rules, and regulations for their own guidance. These bylaws, rules, and regulations shall be subject to Board of Aldermen approval.

## **ARTICLE III. BOARD**

These Bylaws of the Peculiar Park Board are secondary rules of governance and shall not supersede any section of Chapter 125: PARK BOARD or any other section referenced of the Peculiar Municipal Code.

### **Section 1. APPOINTMENT AND QUALIFICATIONS – GENERALLY (Reference SECTION 125.020)**

- A. Each of the three (3) wards of the City shall be represented by at least one (1) appointee, if possible. If there does not seem to be persons interested within the wards of the City limits, then the Mayor shall appoint interested person(s) within the 64078 postal zip code.
- B. With the approval of the Board of Aldermen, the Mayor shall appoint to the Park Board: one (1) member from each of the three (3) wards of the City; three (3) members from the residents at large; and one Alderman from any ward. The Alderman shall serve as a liaison between the Park Board and the Board of Aldermen and shall have voting rights.
- C. All appointees must be a minimum of eighteen (18) years of age at the time of their appointment.
- D. All appointees shall have resided within the 64078 postal zip code for a minimum of one (1) year prior to their appointment.

### **Section 2. TERMS OF OFFICE AND VACANCIES (Reference SECTION 125.030)**



# Park Board of Peculiar Bylaws

- A. Each regularly-appointed member of the Park Board, except for the Alderman appointee, shall hold office for a term of three (3) years. The Alderman appointee shall hold office for a term of one (1) year. These regular appointments by the Mayor shall be made before the first day of September.
- B. Except in the cases of fulfillment of vacancies and involving the Alderman appointee, full terms of office shall commence on the first day of September and shall be staggered so that one-third of the member's terms shall commence each year.
- C. Vacancies on the Park Board, occasioned by removal, resignation or otherwise, shall be reported to the Mayor and shall be filled for the remainder of the unexpired term.
- D. The Director of Parks and Recreation shall be responsible for tracking vacancies and terms for the Park Board.
  - a. Member seats will be numbered and term limits shall be tracked based on the following "3 year revolving" chart.
    - Ward 1 / AL 1 (September 1, 2013 – expires August 31, 2016)
    - Ward 2 / AL 2 (September 1, 2014 – expires August 31, 2017)
    - Ward 3 / AL 3 (September 1, 2015 – expires August 31, 2018)
  - b. Current members will be numbered and will complete their appointed terms. Upon term completion, member seats will fall into alignment within the chart by re-appointment of the Mayor and Board of Alderman via resolution. Upon resignation or termination of any current member, new volunteers will be appointed into the chart to ensure appropriate dates for proper Ward representation and member staggering.
  - c. The six (6) appointed member seats will be numbered based on length of service. For example: If (2) members are both from Ward 3, the longest tenured member would be considered the Ward 3 representative and the other member would assume an "AL" seat. The "AL" seats would also be assigned based on tenure once the Ward representations have been filled.
  - d. Upon completion of the realignment, the numbered seating chart will remain in effect from that point forward.

## **Section 3. RESIGNATION**

A member of the Board may resign at any time by giving written notice of his/her resignation to the City Clerk with copies to the Board President and the Mayor.

## **Section 4. ATTENDANCE BY MEMBERS OF CITY BOARDS, COMMISSIONS AND COMMITTEES** **(Reference Section 115:045)**

- A. Members of appointed positions to any permanent boards, commissions or committees established by the Municipal Code (including but not necessarily limited to the Planning Commission, Park Board, Board of Adjustment and Tax Increment Financing Commission; but not including the Board of Aldermen) shall be subject to this Section.
- B. Members of the appointed positions subject to this Section are allowed a total of three (3) unexcused absences in a calendar year.
- C. Unexcused absences are those absences where there has been no advance notification to the assigned City staff member or Chairperson of that board, commission or committee advising them of a member's inability to attend a meeting and the member in question thereafter fails to attend.
- D. Upon obtaining two (2) unexcused absences, the Chairperson of the respective board, commission or committee shall notify the member that the next unexcused absence will result in their removal from the appointed board, commission or committee.
- E. Upon obtaining a third (3rd) unexcused absence, the member shall be immediately removed from the board, commission or committee in question and notified of the removal by the Mayor in writing. Further, the member



# Park Board of Peculiar Bylaws

shall be replaced in accordance with the relative Municipal Code Sections that establish and/or define the make-up of the board, commission or committee in question.

- F. A "calendar year" shall be defined as a twelve (12) month period, beginning April fifteenth (15th) and running twelve (12) months hence. (Ord. No. 091608 §1, 9-16-08)

## **ARTICLE IV. MEETINGS**

### **Section 1. Meetings.**

Meetings of the Board and notices thereof shall conform to the requirements of Rev. Stat. Mo. § 610.010 *et seq.* (the Missouri Sunshine Law).

Any member of the public who wants to address the Board at the meeting that includes a presentation or packet information shall request being added to the agenda at least seven (7) business days prior to the agenda being posted by emailing a completed copy of the Agenda Request form found at [www.cityofpeculiar.org](http://www.cityofpeculiar.org) and the information to be presented to the Parks and Recreation Director. The application and information will be reviewed by the Board Chair for approval.

Any member of the public who wants to address the Board for public comment only shall request being added to the agenda a least three (3) business days prior to the agenda being posted by emailing a completed copy of the Agenda Request form found at [www.cityofpeculiar.org](http://www.cityofpeculiar.org) to the Parks and Recreation Director. The application will be reviewed by the Board Chair for approval.

The Board shall keep written minutes of its meetings and distribute copies of those minutes to the City Clerk. All minutes and official records of the Park Board shall be shared and available to all Board members through a secured, shared, and online computer drive.

At all meetings of the Board, four (4) members shall constitute a quorum for the transaction of business and an act of the majority of the members present at any meeting at which there is a quorum shall constitute an act of the Board.

All meetings shall be conducted in a manner consistent with Robert's Rules of Order. A summary of Robert's Rules of Order may be located at <http://roberts-rules.com/>.

### **Section 2. Regular Meetings.**

Regular meetings of the Board shall be held on the second (2<sup>nd</sup>) Monday of March, June, September and December at 5:30 PM in the Council Chambers of City Hall of Peculiar, MO. Meetings may be relocated or rescheduled, due to holidays, emergencies or when City Staff representation is unavailable if proper notice is made pursuant to Rev. Stat. Mo. § 610.010 *et seq.* (the Missouri Sunshine Law).

### **Section 3. Special Meetings.**

The Mayor, the Board Chair, or a quorum of the members of the Board may call a special meeting of the Board, at any time. Three (3) days' notice, either in person, mail or email, must be given upon requesting a special meeting. The Board may hold a vote at special meetings; however, voting is not allowed at any work sessions.

### **Section 4. Agenda Format**



# Park Board of Peculiar Bylaws

The order of business at regular meetings shall be generally as follows:

- Call to Order
- Pledge of Allegiance
- Roll Call
- Consideration of Minutes
- Public Appearance (approved by agenda request)
- Subcommittee Reports
- Old Business
- New Business
- Director's Report
- Public Comments of non-Agenda Items
- Board Member Comments
- Adjournment

## **ARTICLE V. OFFICERS**

### **Section 1. Officers.**

The Board shall elect, from among its members a Board Chairman. The Vice-Chair shall be Board of Alderman Liaison. In the event that the Board Chairman and Vice-Chair are unable to attend the regularly scheduled meeting, the most tenured member of the Park Board shall oversee the regularly scheduled meeting at that time. The Board shall assign additional officers as they deem necessary and proper. No officer may succeed himself/herself for more than two (2) consecutive terms.

Following the election, but no later than January 31<sup>st</sup> of the following year, the Board shall meet and agree on the Board's short-term (less than a year) and long-term (greater than a year) goals. These goals shall be documented in writing by the designated officer and provided to all Board members and the Board of Alderman no later than February 20<sup>th</sup> of that year.

### **Section 2. Board Chairman**

The Board Chair shall preside at all Park Board meetings, including work sessions of the Board. The Chair shall attend and provide the Board of Alderman updates as needed regarding the goals set and achieved by the Parks Board. The Board Chair shall perform such other duties as are necessarily incident to the office of Chairman.

### **Section 3. Vice-Chairman**

The Vice-Chairman shall be the Board of Alderman Liaison to the Park Board and shall act in the capacity of the Chair in the event of the Chair's absence, disability, or death and shall perform such other specific duties as may be assigned to him/her by the Board Chair or majority of the Board.

## **ARTICLE VI. COMMITTEES.**

### **Section 1. Committees.**



# Park Board of Peculiar Bylaws

The Board may, from time to time, establish such committees as it deems necessary or appropriate and with such powers and duties as the Board designates. The committee shall consist of at least one Board member. The Chairmen of the committee must be elected by members of the Board. A majority (fifty percent plus one) of the members of any committee established pursuant to this section shall constitute a quorum for the transaction of business at any meeting of that committee.

A committee shall not have the power to implement any policy or expend any funds but shall submit its findings and recommendations to the Board for the Board's consideration.

## **ARTICLE VII. GENERAL.**

### **Section 1. Fiscal Year.**

The fiscal year of the Board shall be the same as that established for the City, which is October 1<sup>st</sup> through September 30<sup>th</sup>.

### **Section 2. Amendments.**

This document, when adopted by resolution of the Board of Aldermen, shall serve as the bylaws for the Park Board of Peculiar. Amendments to this document may be made from time to time as deemed necessary and shall be adopted by resolution of the Board of Aldermen.