

**City of Carson City
Agenda Report**

Date Submitted: March 12, 2013

Agenda Date Requested: March 21, 2013

Time Requested: Consent

To: Mayor and Supervisors

From: Parks and Recreation Department.

Subject Title: For Possible Action to approve the Parks and Recreation Commission's Mission Statement and Bylaws. (Roger Moellendorf)

Staff Summary: In accordance with "Carson City, Nevada Boards, Committees, and Commissions Policies and Procedures," the Carson City Parks and Recreation Commission is submitting their bylaws and mission statement for approval by the Board of Supervisors.

Type of Action Requested: (check one)
☐ Resolution ☐ Ordinance
☒ Formal Action/Motion ☐ Other (Specify)

Does This Action Require A Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: I move to approve the Parks and Recreation Commission's Mission Statement and Bylaws.

Explanation for Recommended Board Action: According to the "Carson City, Nevada, Committees, and Commissions Policies and Procedures" adopted by the Board of Supervisors on September 5, 2012, all boards, commissions and committees operating under the auspices of the Board should have a set of bylaws and the bylaws should contain a mission statement. The Parks and Recreation Commission does have a set of bylaws, although it is not clear that they have ever been reviewed or approved by the Board. Staff believes that the bylaws are in conformance with the Board's new policy, with the exception that the bylaws do not have a mission statement. During their March 5, 2013, meeting the Commission approved a mission statement and is forwarding it along with its bylaws (Exhibit A) to the Board for approval.

Applicable Statue, Code, Policy, Rule or Regulation:

N.R.S. 244.3071

CCMC 2.16 Carson City, Nevada Boards, Committees and Commissions Policies and Procedures.

Fiscal Impact: N/A

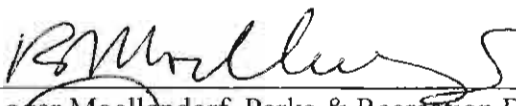
Explanation of Impact: N/A

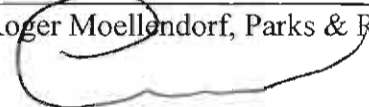
Funding Source: N/A

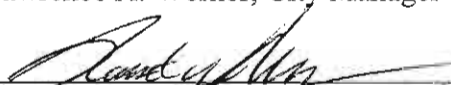
Alternatives: Reject the bylaws and mission statement and direct the Parks and Recreation Commission to submit new ones.

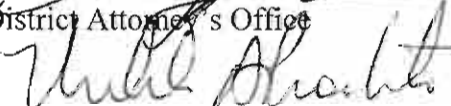
Supporting Material:

Parks and Recreation Commission bylaws.

Reviewed By:  Date: 3/12/13
Roger Moellendorf, Parks & Recreation Director

 Date: 3/12/13
Lawrence A. Werner, City Manager

 Date: 3/12/13
District Attorney's Office

 Date: 3/12/13
Finance Department

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MISSION STATEMENT

The Parks and Recreation Commission plays a vital role in guiding Carson City's efforts to provide parks and recreation facilities, programs, and services that will ensure and improve the quality of life for our residents and visitors. The Commission will accomplish this by using its collective talents, knowledge, and experience in a beneficial manner by working closely with City staff and the public and offering recommendations and advice to the Board of Supervisors.

1. MEETINGS:

It is the intent of the Parks and Recreation Commission to meet monthly, on the first Tuesday of each month. However, the Chair and the Parks and Recreation Director together can decide to cancel a meeting if there is a lack of sufficient topics and agenda items in their opinions to warrant it.

Regular meetings may also be rescheduled in advance by a majority of Commissioners at any regular meeting. If the meeting date is a legal holiday or falls on an election day, the meeting may be rescheduled for another date in the same month if possible; the time will be designated by the Commission. All meetings, whether regular or special, shall be made public. A majority of members shall constitute a quorum for the transaction of business.

2. SPECIAL MEETINGS:

Special meetings may be called at any time by the Chair, or by a quorum of the Commission. The purpose of the meeting shall be stated and shall be delivered to each member indicating the time, date, and place of the meeting. Non-decision making workshops may be called by the Chair or quorum of the Commission.

3. NOTICE OF MEETINGS:

Notices shall conform with the Nevada Open Meeting Law, N.R.S. Chapter 241. Notices of the meetings are to be posted at least three (3) working days prior to the scheduled meeting and in three locations.

4. OFFICERS:

At the first regular meeting of each calendar year, the Commission shall elect a Chair and Vice Chair for that year. In the absence of the Chair and Vice Chair, the quorum present shall appoint a Chair pro tempore by majority vote.

The City shall provide a Secretary for each and every meeting of the Commission to act as a recorder, vote counter, and to take roll.

The terms of office for the officers shall be one year, but any officer may be removed from office by a majority vote of the Commission. Any officer may resign his or her elected office at any time, with or

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4. OFFICERS: (Continued)

without approval from the Commission. Except in circumstances where an officer is removed from the Commission for cause, an officer who is removed or resigns from an elected office may still remain on the Commission for the duration of his or her appointment as a Commissioner.

When an officer resigns his or her elected office, he or she shall communicate such resignation to the Commission. The Commission shall elect a new officer no later than the first regular meeting after an officer has been removed or has resigned from an elected office. The Commission may appoint an officer pro tempore to act during any interim period occurring after the removal or resignation of an officer and before any subsequent election of a new officer.

5. DUTIES OF CHAIR:

- a. The Chair shall be responsible for the conduct of all Parks and Recreation Commission meetings.
- b. The Chair shall confer with the Director of Parks and Recreation, or his designee, who places matters on the agenda.
- c. In the absence of the Chair, these duties shall be assumed by the Vice Chair, then the Chair pro tempore.

6. RESIGNATION:

Any Commissioner may resign at any time by sending written notice of such resignation to the Parks and Recreation Department.

7. POWERS OF THE COMMISSION:

The Commission shall have power as follows:

- a. Those powers written in the City Ordinance adopting this Commission.
- b. To organize and dissolve subcommittees of the Parks and Recreation Commission.
- c. To cooperate with other government agencies and civic groups in the advancement of sound parks and recreation planning.
- d. Any member of the Commission may request that items be scheduled for a Commission meeting.

8. AMENDMENT:

An amendment to these bylaws introduced at any regular meeting shall be voted on at the next meeting and require an affirmative vote of 2/3rds of the total Commission membership in order to pass.

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9. ATTENDANCE:

Regular attendance at meetings shall be expected of all members. In any calendar year, Commissioners shall attend a minimum of seventy-five percent (75%) of the scheduled regular Parks and Recreation Commission meetings, and shall exercise due diligence in attending special meetings, public hearings, workshops, and study sessions.

- a. Approval for excused absence may be granted to any member by a majority vote of the Commission. Should an absence be excused by the Commission for reasons of illness, death in the family, or an emergency, this will be recorded as an excused absence and will not reflect on the attendance record.
- b. Should a Commissioner miss a meeting for other reasons, the Commission may find that this is an excused absence, and it will not reflect on the attendance record. This discretion of the Commission is based on the Commissioner's overall attendance record.

10. QUORUM:

- a. A quorum shall be five (5) members of the Commission.
- b. To be considered an approval motion, a vote of a simple majority of the Commission present shall be required, unless a two-thirds vote is required for the action. A requirement for a two-thirds vote shall mean that six (6) Commissioners vote aye on the motion.

11. CONDUCT OF THE MEETINGS:

- a. Commissioners shall attend the meetings in appropriate attire to represent the image and authority of the Parks and Recreation Commission.
- b. Commissioners shall arrive in a timely manner prior to the opening gavel.
- c. There shall be no smoking or consumption of alcoholic beverages in the Commission chambers during the Commission meeting.
- d. Commission meetings shall not take place without a representative of the Parks and Recreation Department present.
- e. It shall be the policy of the Commission that a representative of the District Attorney shall be present if the Chair or a Commissioner in consultation with the Chair and Parks and Recreation Director so request. Staff will always have the right to request District Attorney representation.

12. REPORTS AND MEETING PACKETS:

- a. The Director of the Park and Recreation Department shall cause to be prepared reports of the Parks and Recreation staff or Parks and Recreation Commissioner for each item for which a public hearing is scheduled.

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12. REPORTS AND MEETING PACKETS: (Continued)

- b. Each staff report shall be in the form and style as determined by the Director. At a minimum, the report shall recommend to the Commission the necessary findings required to consider an action on a project; recommend language for a motion supporting the proposed action; and recommend conditions to ensure conformance of the proposed project with City policy and regulations.
- c. The Director may present reports either orally or with written background materials for any other topics that are not scheduled as public hearings before the Commission. Such items shall be identified on the meeting agenda.

13. PARLIAMENTARY AUTHORITY:

Roberts Rules of Order shall apply at any time that a matter under consideration is not covered by these bylaws.