



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: October 17, 2019

Staff Contact: Jennifer Budge, Parks and Recreation Director

Agenda Title: For Possible Action: Discussion and possible action regarding proposed amendments to the Parks and Recreation Commission bylaws. (Jennifer Budge, jbudge@carson.org)

Staff Summary: The Parks and Recreation Commission reviewed the Parks and Recreation Commission Bylaws, which were last updated in 2013, and are recommending approval of proposed amendments. The bylaws serve as the guidance and procedural document for the advisory board.

Agenda Action: Formal Action / Motion

Time Requested: Consent

Proposed Motion

I move to approve the proposed amendments to the bylaws as presented and to authorize the District Attorney's Office to make any additional clerical and conforming changes.

Board's Strategic Goal

Efficient Government

Previous Action

August 20, 2019 – The Parks and Recreation Commission recommended to the Board of Supervisors approval of the amended Parks and Recreation Commission Bylaws.

March 5, 2013 – The Board of Supervisors adopted the Parks and Recreation Commission bylaws as amended.

Background/Issues & Analysis

The Parks and Recreation Commission bylaws serve as the guidance and procedural document for the advisory board. Earlier this year, the Commission was not able to establish a quorum due to a discrepancy with the language in the bylaws, Carson City Municipal Code and Nevada Revised Statutes. The proposed edits resolve this discrepancy and also provide clarifications on the meeting schedule as previously directed by the Board of Supervisors.

A draft copy of proposed amendments is provided for the Board's review and consideration.

Applicable Statute, Code, Policy, Rule or Regulation

CCMC Chapter 2.16 (Parks and Recreation Commission); NRS 244.3071 - 244.30792 (County Parks and Recreation Commissions)

Financial Information

Is there a fiscal impact? No

If yes, account name/number: N/A

Is it currently budgeted?

Explanation of Fiscal Impact: N/A

Alternatives

Do not approve and provide alternative direction to staff.

Attachments:

[PRC_Bylaws_amendment-redlines.doc](#)

Board Action Taken:

Motion: _____ 1) _____
2) _____

Aye/Nay

(Vote Recorded By)

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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 quarterly (February, April, August, and October) on the first Tuesday of those months. 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. Joint meetings with the Open Space Advisory Board shall be held twice annually, should there be sufficient topics and agenda items pertaining to both boards.

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 an individual 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 Director.

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 a majority of the members of the Commission pursuant to N.R.S 244.30791.
- 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 five (5) 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.

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