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3  
4 **BYLAWS OF THE**  
5 **Parks and Recreation Board**  
6  
7

8 **ARTICLE 1. NAME.**  
9

10 The name of the board is Parks & Recreation Board  
11

12 **ARTICLE 2. PURPOSE AND DUTIES.**  
13

14 The purpose of the board is to advise the city council and the city manager regarding:

- 15 1. the acquisition, development, improvement, equipment, programming, and maintenance  
16 of city parks and public playgrounds all land and facilities managed by the Parks and  
17 Recreation Department of the City of Austin;  
18 2. the future development of city parks, playgrounds, and recreational facilities, and the  
19 purchase of additional land for those purposes to be managed by the City of Austin Parks and  
20 Recreation Department.; and  
21 3. improvements in the maintenance, operation, and general welfare of the city's parks,  
22 playgrounds, and recreational facilities and their use by the public.  
23

24 The board shall outline a general plan of development for new parks and playgrounds, including  
25 landscaping, roads, trails, buildings and equipment land, facilities, and programs. The board  
26 shall may submit the plan to the Planning Commission and the City Manager for detail  
27 development, and the City Manager shall may then submit the plan to the City Council for  
28 approval as may be required by Code.  
29

30 The board shall promote close cooperation between the City and all private citizens, institutions,  
31 and agencies interested in or conducting recreational activities, so that all recreational resources  
32 within the City may be coordinated to secure the greatest general public welfare.  
33

34 The board shall perform other duties as prescribed by the City Code or as directed by the City  
35 Council.  
36

37 **ARTICLE 3. MEMBERSHIP.**  
38

- 39 (A) The board is composed of eleven members appointed by the city council.  
40  
41 (B) A member serves at the pleasure of the city council.  
42  
43 (C) Board members serve for a term of four years beginning March 1<sup>st</sup> on the year of appointment.  
44  
45 (D) An individual board member may not act in an official capacity except through the action of the  
46 board.  
47

- 1 (E) A board member who is absent for three consecutive regular meetings or one-third of all regular  
2 meetings in a “rolling” twelve month timeframe automatically vacates the member’s position  
3 subject to the holdover provisions in Section 2-1-27 of the City Code. This does not apply to an  
4 absence due to illness or injury of the board member, an illness or injury of a board member’s  
5 immediate family member, active military service, or the birth or adoption of the board member’s  
6 child for 90 days after the event. The board member must notify the staff liaison of the reason for  
7 the absence not later than the date of the next regular meeting of the board. Failure to notify the  
8 liaison before the next regular meeting of the board will result in an unexcused absence.  
9
- 10 (F) At each meeting, each board member shall sign an attendance sheet which indicates that the member  
11 does not have a conflict of interest with any item on that agenda, or identifies each agenda item on  
12 which the member has a conflict of interest. Failure to sign the sheet results in the member being  
13 counted as absent and his/her votes are not counted.  
14
- 15 (G) A member who seeks to resign from the board shall submit a written resignation to the chair of the  
16 board, the staff liaison, or the city clerk’s office. If possible, the resignation should allow for a  
17 thirty day notice so the city council can appoint a replacement.  
18

#### 19 **ARTICLE 4. OFFICERS.**

- 20
- 21 | (A) The officers of the board shall consist of a chair and a vice-chair.  
22
- 23 (B) Officers shall be elected annually by a majority vote of the board at the first regular meeting after  
24 April 1<sup>st</sup>. In the event a current officer becomes ineligible to serve as an officer, the board may hold  
25 an emergency election as needed.  
26
- 27 (C) The term of office shall be one year, beginning May 1st and ending April 30<sup>th</sup>. An officer may  
28 continue to serve until a successor is elected. A person may not serve as an officer in a designated  
29 position of a board for more than four consecutive one-year terms. A person who has served as an  
30 officer in a designated position of a board for four consecutive terms is not eligible for re-election  
31 to that designated office until the expiration of two years after the last date of the person’s service in  
32 that office. The board may override the term limit provision for an officer by an affirmative vote of  
33 two-thirds of the authorized board members.  
34
- 35 (D) A member may not hold more than one office at a time.  
36  
37

#### 38 **ARTICLE 5. DUTIES OF OFFICERS.**

- 39
- 40 (A) The chair shall preside at board meetings, appoint all committees, represent the board at ceremonial  
41 functions and approve each final meeting agenda.  
42
- 43 (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.  
44  
45

#### 46 **ARTICLE 6. AGENDAS.**

47

- 1 (A) Two or more board members may place an item on the agenda by oral or written request to the staff  
2 liaison at least five days before the meeting. After first consulting with and receiving input from  
3 the staff liaison, the chair shall approve each final meeting agenda.  
4  
5 (B) The board liaison shall submit the meeting agenda through the online agenda posting system for  
6 each meeting not less than 72 hours before the meeting.  
7  
8 (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open  
9 Meetings Act).

10  
11  
12 **ARTICLE 7. MEETINGS.**  
13

- 14 (A) The board meetings shall comply with Texas Government Code Chapter 551 (Texas Open  
15 Meetings Act).  
16  
17 (B) Board meetings shall be governed by Robert's Rules of Order.  
18  
19 (C) The board may not conduct a closed meeting without the approval of the city attorney.  
20  
21 (D) The board shall meet ~~(select one of the following: monthly, quarterly, or when the board is legally~~  
22 ~~required to meet in order to comply with a legal deadline.)~~ In November of each year, the board  
23 shall adopt a schedule of the meetings for the upcoming year, including makeup meeting dates for  
24 the holidays and cancelled meetings.  
25  
26 (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three  
27 or more members. The call shall state the purpose of the meeting. A board may not call a meeting  
28 in addition to its regular scheduled meetings as identified in its adopted meeting schedule, more  
29 often than once a quarter, unless the meeting is required to comply with a statutory deadline or a  
30 deadline established by Council.  
31  
32 (F) Six members constitute a quorum.  
33  
34 (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting,  
35 then the meeting may not be held.  
36  
37 (H) To be effective, a board action must be adopted by an affirmative vote of the number of members  
38 necessary to provide a quorum.  
39  
40 (I) The chair has the same voting privilege as any other member.  
41  
42 (J) The board shall allow citizens to address the board on agenda items and during a period of time set  
43 aside for citizen communications. The chair may limit a speaker to three minutes.  
44  
45 (K) The staff liaison shall prepare the board minutes. The minutes of each board meeting must include  
46 the vote of each member on each item before the board and indicate whether a member is absent or  
47 failed to vote on an item.  
48

- 1 (L) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The  
2 Parks and Recreation Department shall retain all other board documents. The documents are public  
3 records under Texas Local Government Code Chapter 552 (Texas Public Information Act).  
4  
5 (M) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the  
6 meeting.  
7  
8 (N) Each person and board member attending a board meeting should observe decorum pursuant to  
9 Section 2-1-48 of the City Code.  
10  
11 (O) A member of the public may not address a board at a meeting on an item posted as a briefing.  
12

## 13 **ARTICLE 8. COMMITTEES/WORKING GROUPS.**

### 14 **COMMITTEES**

- 15  
16  
17 (A) The Parks & Recreation Board shall have the following committees: ~~(Name and describe the duties~~  
18 ~~of each Committee.~~  
19 a. The Contracts and Concessions Committee shall serve in an advisory capacity to the full board  
20 on issues related to contracts managed by the Parks and Recreation Department, not contracts  
21 managed by other departments that would ordinarily go to the City Council for approval  
22 because they exceed the dollar amount of the City Manager's authority, or are interlocal  
23 agreements. The Committee shall serve in an advisory capacity to the full board with respect to  
24 agreements covered by §8-1-62 of the City Code. The Committee may serve in an advisory  
25 capacity to the board's representative under §8-1-74 of the City Code with respect to boating  
26 concessions.  
27  
28 a.b. The Land, Facilities, and Program Committee shall consist of members that serve in an  
29 advisory capacity to the full board on issues of development and programs of the public parks,  
30 playgrounds, and recreational facilities and the general welfare of the parks, playgrounds and  
31 recreational facilities.  
32  
33 (B) Each committee must be established by an affirmative vote of the board. A committee cannot meet  
34 until its creation is approved by the Council Audit and Finance Committee. Each committee shall  
35 consist of at least three board members appointed by the chair. A staff member shall be assigned to  
36 each committee by the director of the Parks & Recreation Department.  
37  
38 (C) The board chair shall appoint a board member as the committee chair, with the member's consent.  
39  
40 (D) A majority of the total number of appointed committee members constitutes a quorum.  
41  
42 (E) Each committee shall meet on a regularly scheduled basis at least quarterly.  
43  
44 (F) Each committee shall make an annual report to the board at the January board meeting.  
45  
46 (G) Committee meetings must be posted in accordance with Texas Government Code Chapter 551  
47 (Texas Open Meetings Act).  
48

- 1 (H) At each committee meeting, a committee member shall sign in on a sheet provided and shall  
2 indicate that the member has no conflict of interest with any item on the committee meeting agenda,  
3 or identify each agenda item on which the member has a conflict of interest.  
4  
5

6 **WORKING GROUPS**  
7

- 8 (A) The board can determine the size of a working group but the number of board members serving on  
9 the working group must be less than a quorum of the board.  
10  
11 (B) A working group may designate a chair, with the member's consent, but is not required to do so.  
12  
13 (C) Quorum requirements do not apply to working groups.  
14  
15 (D) Staff support will not be provided for working groups.  
16  
17 (E) Working groups are not required to post their meetings in accordance with the Texas Government  
18 Code Chapter 551 (Texas Open Meetings Act).  
19  
20

21 **ARTICLE 9. PARLIAMENTARY AUTHORITY.**  
22

23 The rules contained in the current edition of Robert's Rules of Order shall govern the board in all  
24 cases to which they are applicable, except when inconsistent with these bylaws or with special rules of  
25 procedure which the board or city council may adopt.  
26

27 **ARTICLE 10. AMENDMENT OF BYLAWS.**  
28

29 A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.  
30  
31

32 The bylaws were approved by the \_\_\_\_\_ (*insert - board name*) at their  
33 meeting held on \_\_\_\_\_ (*insert – month date, year*).  
34  
35  
36  
37  
38

\_\_\_\_\_  
(*Signature of Executive or Staff Liaison*)

\_\_\_\_\_  
(*Insert – Title -- Executive or Staff Liaison*)