

CITY OF WHITE SULPHUR SPRINGS, MONTANA
PARKS ADVISORY COMMITTEE
BY-LAWS
MARCH 24, 2021

Article I. Name

The name of this Committee shall be the Parks Advisory Committee of the City of White Sulphur Springs, Montana.

Article II. Authority

This Committee is appointed consistent with Section 2.08.030, *Special Committees* of the White Sulphur Springs Municipal Code.

Article III. Mission

The Committee's mission is to encourage and coordinate recreational activities throughout the City of White Sulphur Springs.

Article IV. Purpose

The purpose of this Committee is to advise the City Council on park maintenance and development, to review and work on open space issues, to prepare a Parks Master Plan, and to assist the Council in the implementation of that Plan.

Article V. Members

Section 1. Number. The Committee shall consist of 4 members who represent non-profit community service, business service, or economic development organizations operating in White Sulphur Springs.

Section 2. Appointment and removal. Advisory Committee members shall be appointed by the Mayor with the concurrence of the City Council. Recommendations for membership will be accepted from any source. The Advisory Committee shall have the right to remove a member for good cause shown after notice and a hearing before the Committee as a whole. A two-thirds (2/3) majority is required for removal.

Section 3. Term. Members shall serve for staggered two (2) year terms. Initially, two (2) members will serve a term of two (2) years. The other two (2) members will serve a term of three (3) years. Following the expiration of the initial terms, each Committee members' term will be two (2) years, so that the terms are staggered on an annual basis. Members will generally not serve more than two (2) consecutive terms; however, additional terms may be required if vacancies remain on the Committee that cannot be voluntarily filled. The initial appointments to this Committee were effective July 1, 2020.

Section 4. Compensation. All members of the Parks Advisory Committee shall serve without compensation.

Section 5. Voting. Each member or their Committee-approved proxy shall be entitled to one (1) vote on each matter submitted to a vote of the Committee. Members shall nominate a proxy to the Committee for consideration and vote. Proxies must belong to an organization(s) the Member represents.

Section 6. Volunteer status. Committee members and proxies serve on a volunteer basis to the City of White Sulphur Springs.

Article VI. City Liaison

Section 1. Number. There will be one (1) City liaison appointed to the Parks Advisory Committee.

Section 2. Appointment. The position will be held by a member of the White Sulphur Springs City Council appointed by the Mayor with the concurrence of the City Council.

Section 3. Removal. The City Liaison shall serve until replaced following proper City procedures, or until the Liaison no longer occupies the City Council seat, whichever occurs first.

Section 4. Compensation. The City Liaison serves on a volunteer basis to the Parks Advisory Committee.

Section 5. Duties.

- A. The City Liaison shall collect and provide all information requested by the Committee in as timely manner as possible
- B. The City Liaison will prepare or arrange for the preparation of Meeting Minutes, and will present the Minutes at each Committee meeting.

Section 6. Voting. The City Liaison shall have no voting rights, except that when there is a tie upon any question before the Committee, the Liaison shall give the casting vote.

Article VII. Meetings

Section 1. Regular Meetings. Regular meetings of the Committee shall be held on a monthly basis. Meetings may be conducted by telephone or any other medium in which all committee members and the public can participate effectively.

Section 2. Special Meetings. Special meetings of the Committee may be held on call of the Chairperson, or by any three (3) members of the Committee.

Section 3. Notice of Meeting.

- A. Written notice stating the date and hour of each meeting shall be delivered or mailed to each member not less than five calendar days before each meeting.
- B. The Chairperson will coordinate with the office of the City Clerk to ensure proper Public Notice is provided.

Section 4. Quorum.

- A. A quorum for the purpose of holding a meeting shall consist of not less than two (2) Committee members and the City Liaison or his/her representative.
- B. A quorum for the purpose of holding a vote shall consist of not less than three (3) Committee members, excluding the City Liaison.

Section 5. Manner of Acting. A quorum present, the act of a majority of the members present shall constitute the action of the entire Committee, except as may be otherwise provided in these Bylaws.

Section 6. Parliamentary Procedure. Robert's Rules of Order is adopted.

Article VIII. Officers

- A. **Officers.** The officers of the Committee shall consist of the following and such other officers as the Committee may from time to time designate and appoint:

- 1. Chairperson
- 2. Vice-Chairperson

The Chairperson shall prepare the agenda, preside at all meetings of the Committee, and meet with the City Council as needed to provide the Council with Committee recommendations and to report on Committee efforts.

In the absence of the Chairperson, the Vice-Chairperson shall perform the Chairperson duties.

- B. **Term of Service.**

Officers shall serve one (1) year terms. Officers will generally not serve more than two (2) consecutive terms; however, additional terms may be required if vacancies remain on the Committee that cannot be voluntarily filled.

- C. **Vacancies in Office**

The Vice Chairperson will automatically succeed to the Chairperson position when it becomes vacant. If the position of Vice Chairperson is vacant when the Chairperson position becomes vacant, the Advisory Committee will elect by majority vote an Acting Chairperson from among the members of the Committee. The Acting Chairperson will complete the term of office of the Chairperson and the City Council will appoint a person to fill the remaining Committee vacancy.

Article IX. Subcommittees

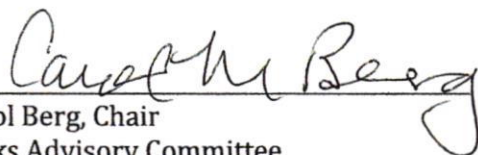
Subcommittees may be appointed to undertake special projects or accomplish specific short-term objectives.

Article X. Books and Records

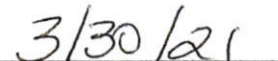
The Committee shall keep Minutes of all proceedings of the Committee and such other books and records as may be required for the proper conduct of its business and affairs.

Article XI. Amendments

These Bylaws may be amended at any regular or special meeting of the Committee. Written notice of the proposed Bylaw change shall be mailed or delivered to each member at least five (5) days prior to the date of the meeting. Bylaw changes require a two-thirds (2/3) majority vote of the Committee members present.



Carol Berg, Chair
Parks Advisory Committee



Date