

MARICOPA COUNTY
PARKS AND RECREATION ADVISORY COMMISSION

BYLAWS

ARTICLE I – NAME

Section 1. The name of this organization shall be the Maricopa County Parks and Recreation Advisory Commission, hereinafter referred to as the Commission.

ARTICLE II - FUNCTIONS AND RESPONSIBILITIES

Section 1. The Commission shall act in an advisory role to the Maricopa County Board of Supervisors (hereinafter referred to as the Board of Supervisors) on matters pertaining to parks and recreation.

Section 2. The Commission shall recommend broad policies and long-range programs for the acquisition, planning, development, maintenance, and operation of the County parks.

Section 3. The Commission shall recommend reasonable rules and regulations for the proper use, management, government and protection of, and maintenance of good order in, all County parks under its supervision and control.

Section 4. The Commission shall periodically prescribe for approval by the Board of Supervisors a schedule of fees for programs and facility uses. The Commission shall, on an annual basis, review and advise the Board of Supervisors on a departmental budget prepared in accordance with established County budgetary procedures.

Section 5. The Commission shall serve as a forum for the general public to discuss issues relating to parks and recreation. The Commission shall assist in fostering increased public understanding and support for the parks and recreation movement.

Section 6. The Commission shall assist in developing and maintaining good relationships among the National and State Associations dedicated to parks and recreation.

Section 7. The Commission shall assist with the selection process and recommend the appointment of the Parks and Recreation Department Director at the discretion of the Board of Supervisors.

Section 8. At its regular meetings, the Commission shall receive and review reports from the Department Director.

ARTICLE III - MEMBERSHIP

Section 1. The Commission shall be composed of not more than SEVEN (7) members.

Section 2. Each Supervisor shall appoint one member from their district. Each Member shall serve at the pleasure of the Supervisor who appointed them for a term of two years.

Section 3. Two (2) Members-at-Large shall be appointed to the Commission.

- A. The 1st member-at-large shall be nominated by the Chairman of the Board of Supervisors subject to the approval of the Board and shall serve at the pleasure of the Board for a term of two (2) years.
- B. The 2nd member-at-large shall be appointed by the Board of Supervisors from a recommendation of the Director of the Parks and Recreation Department. This 7th member shall be a recognized professional in the parks and recreation field, or open space management and shall serve at the pleasure of the Board for a term of two (2) years. Maricopa County employees are excluded.

Section 4. The Board of Supervisors shall appoint members for terms of TWO (2) years. Four members shall serve in terms ending in even numbered years and three members shall serve in terms ending in odd numbered years. Determination of members' term ending years shall be determined by lot.

ARTICLE IV - OFFICERS AND DUTIES

Section 1. Officers

- A. The officers of the Commission shall be the Chairman and Vice Chairman. The Chairman and Vice Chairman shall be current members of the Commission. The Director of the Maricopa County Parks and Recreation Department shall serve as Secretary to the Commission.
- B. Vacant offices may be filled by election at a regular or special meeting of the Commission.

Section 2. Duties

- A. The Chairman shall:

1. Preside at all meetings
 2. Appoint committees at his/her discretion or as directed by the Commission. The Commission Chairman shall appoint a committee chairman and other members of the committee.
 3. Call special meetings of the Commission and committees.
 4. Be an ex-officio member of all committees.
 5. Set the agenda for all meetings.
 6. Represent the Commission at various meetings and activities.
- B. The Vice Chairman shall:
1. Act as Chairman in the absence of the Chairman.
 2. Perform other duties as assigned by the Chairman.
- C. The Secretary shall:
1. Be responsible for the official minutes of all meetings of the Commission, but may delegate this function to his/her designee.

Section 3. Election of Officers

- A. At the January meeting, the Commission shall elect its officers to serve from January of the appointed year until the end of the same calendar year.
- B. A person receiving the majority of votes shall be elected to the office for which he or she is nominated.
- C. A Nominating Committee, chaired by the immediate past Chair of the Commission, and consisting of at least two (2) Commission members, no two (2) of whom shall be from the same Supervisory District, shall meet prior to the January meeting and shall report to the Commission at the beginning of the regularly scheduled January meeting on the nomination of the officers who will serve until the end of the calendar year.
 1. For the first year of a newly formed Commission, the Nominating Committee shall be comprised of three (3) Commission members, no three (3) of whom shall be from the same Supervisory District.

ARTICLE V - MEETINGS

- Section 1. The Commission shall meet no fewer than six times per year on a date, at a time and at a place to be determined by a commission meeting schedule set at the beginning of each year.
- Section 2. Special meetings shall be held only after reasonable notification to all members, at the call of the Chairman, or upon the written request of a majority of the members of the Commission.
- Section 3. The Chairman, after reasonable notification to all members, or upon written request of a majority of the members, may cancel any regularly scheduled or executive session meeting.
- Section 4. The schedule and the agenda of each meeting shall be posted in the Parks and Recreation Department offices and other public locations as required by law.
- Section 5. Meeting agendas and supporting materials shall be distributed to all Commission members at least forty-eight (48) hours prior to regularly scheduled meetings, and as soon as practicable for special meetings. Upon request, meeting agendas and supporting materials shall also be provided to citizens in advance of the scheduled meetings. The Department or any member of the Commission may request that the Chairman place any item for consideration of the Commission on the agenda, by advising the Chairman within seventy-two hours (72) hours preceding the meeting.
- Section 6. A quorum shall consist of a majority of the members appointed and serving on the Commission and shall be required for purposes of transacting business.

ARTICLE VI - RULES

- Section 1. The latest edition of Robert's Rules of Order shall govern the manner in which all meetings are conducted unless otherwise specified in the Commission Bylaws.

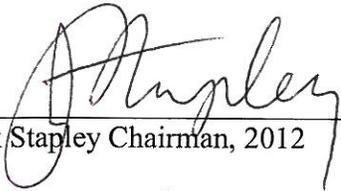
ARTICLE VII - AMENDMENTS

- Section 1. Proposals to amend the Bylaws may be made at any official meeting of the Commission. The Commission shall vote on such proposals at its next regular meeting. Any amendments to the Bylaws shall require a two-thirds (2/3) vote of approval among the Commissioners present. Amendments approved by the Commission will be presented to the Board of Supervisors for final approval.

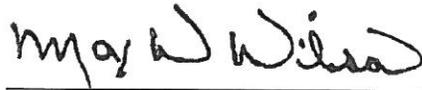
ADOPTED: October 9, 2012

Maricopa County Board of Supervisors

Date Approved: NOV 14 2012



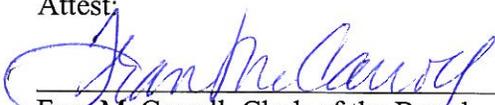
Jack Stapley, Chairman, 2012



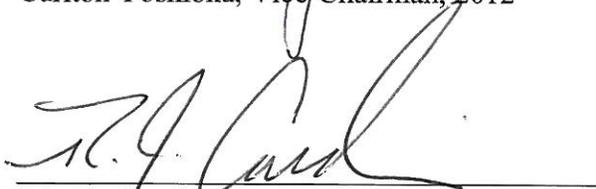
Max Wilson, Chairman



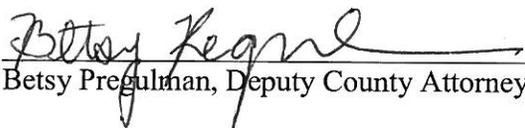
Carlton Yoshioka, Vice-Chairman, 2012

Attest:


Fran McCarroll, Clerk of the Board



R.J. Cardin, Secretary, 2012

Approved as to Form:


Betsy Regelman, Deputy County Attorney