

RESOLUTION NO. 22-025, Series of 2022

**TITLE: A RESOLUTION ADOPTING THE BYLAWS FOR THE PARKS, RECREATION AND OPEN SPACE ADVISORY COMMISSION DATED JULY 11, 2022**

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PARKER, COLORADO, AS FOLLOWS:

Section 1. The Town Council of the Town of Parker hereby adopts the Bylaws for the Parks, Recreation and Open Space Advisory Commission, dated July 11, 2022, attached hereto as **Exhibit A**.

Section 2. As provided in the Bylaws, the Parks, Recreation and Open Space Advisory Commission shall be composed of seven (7) members.

Section 3. As provided in the Bylaws, five (5) of the Commission members shall be required to reside within the Town of Parker boundaries and two (2) of the Commission members need not reside within the Town of Parker boundaries, but may instead reside in unincorporated Douglas County in close proximity to the Town of Parker (either in the 80134 or 80138 zip code).

RESOLVED AND PASSED this \_\_\_\_ day of \_\_\_\_\_, 2022.

TOWN OF PARKER, COLORADO

\_\_\_\_\_  
Jeff Toborg, Mayor

ATTEST:

\_\_\_\_\_  
Chris Vanderpool, Town Clerk

## EXHIBIT A

### **Town of Parker Parks, Recreation, and Open Space Advisory Commission Bylaws**

#### SECTION 1. AUTHORITY

Section 6.1 of the Town of Parker Home Rule Charter provides that the Town Council may establish Commissions to have such powers and perform such duties as provided by ordinance. The Parks, Recreation, and Open Space Advisory Commission (the "PROS Commission") for the Town of Parker was established by the Town Council of the Town of Parker by ordinance (the "PROS Commission Ordinance"). The PROS Commission Ordinance may be amended by the Town Council of the Town of Parker, hereinafter referred to as "Council," through its power to enact and amend ordinances.

Any provision of these Parks, Recreation, and Open Space Advisory Commission Bylaws (the "Bylaws") which is not in conformance with the PROS Commission Ordinance or other Ordinances enacted by the Council shall be of no effect.

#### SECTION 2. OFFICE

The Commission's business office shall be at Parker's Town Hall, 20120 East Mainstreet, Parker, Colorado 80138.

#### SECTION 3. DUTIES AND RESPONSIBILITIES

The Commission shall perform the duties as authorized by the Town Charter, Commission Ordinance, Bylaws, or otherwise provided by the Council.

The duties and responsibilities of the PROS Advisory Commission shall be to serve in an advisory capacity to the Council for the development, expansion, and operation of parks, recreation, open space, and trail facilities within the Town of Parker. In addition to the advisory role of the Commission, the following duties are assigned:

- A. The Commission shall review updates to the Parks, Recreation & Open Space Master Plan and recommend changes to Staff based on public input gathered by the Commission.
- B. The Commission shall review updates to the Open Space, Trails and Greenways Master Plan and recommend changes to Staff based on public input gathered by the Commission.
- C. The Commission shall serve as voice and provide advocacy recommendations to improve parks, recreation, open space, and trails in the Town of Parker.
- D. The Commission shall provide opportunities for public input on parks, recreation, open space, and trails.
- E. The Commission will encourage public and private partnerships to benefit parks, recreation, open space, and trails in the Town of Parker.

F. The Commission will facilitate communication and cooperation among local and regional parks, recreation, open space and trails groups.

#### SECTION 4. STAFF

The Commission works closely with the Town's Parks, Recreation and Open Space (PROS) Staff and other assigned Town staff members; however, the Commission does not exercise direction or authority over staff members. Decision-making matters of administrative concern shall rest with the Town Administrator and designated staff members.

#### SECTION 5. FUNDING AND BUDGET

A. The annual budget prepared by the Town Administrator and approved by the Council shall contain such appropriations as the Council deems necessary and appropriate to fund the Commission and its related activities and programs in the Town of Parker.

B. The PROS budget is administrated by and all expenses must be approved by the Department Director. All donations, grants and revenues from parks, recreation, and open space will be deposited into Town accounts in the proper fund and administered as part of the Town's budget.

C. While Commission members may make recommendations on the use of parks, recreation, open space, and trails funds; they do not have the authority to expend funds, make funding commitments, or enter into contracts on behalf of the Town.

#### SECTION 6. MEETINGS

##### A. Regular Meetings

Regular Commission meetings shall be held at least once each quarter at a designated time. If such meeting dates fall on a legal holiday, the Commission shall determine the change of date, and all members will be notified at least seven (7) days prior to the change of meeting.

##### B. Special Meetings

Special meetings of the Commission shall be held when:

1. Requested by the Chair of the Commission, or
2. Approved by a majority vote of the Commission at a regular meeting, or
3. Requested by a majority of Commission members.

All Commission members and representatives will be notified at least seventy-two (72) hours prior to the meeting of the time and place of a special meeting.

##### C. Public Meetings

All Commission meetings shall be open to the public.

##### D. Record of Proceedings

Minutes shall be filed with the Town Clerk after they have been approved by a majority of the Commission. The minutes shall reflect pertinent information, such as members

present, motions, actions and other proceedings of the Commission, and will be available for public inspection during regular business hours.

E. Adjournment

If there is no business pending before the Commission, the regular quarterly meeting may be canceled upon posted notice to the public.

SECTION 7. MEMBERS

The membership of the Commission shall consist of seven (7) members who have been appointed by the Town Council.

The number of Commission members may be expanded or decreased from time to time upon recommendation by the Commission and approved by the Council. The commitment of the Commission members includes regular attendance at meetings of the Commission, staying informed about parks, recreation, open space, and trails activities both locally and regionally, and fulfilling the duties as outlined above and any additional tasks assigned by the Council.

Five of the Commission members are required to live within the Town of Parker boundaries; two of the Commission members need not reside within the Town of Parker boundaries and may instead reside in unincorporated Douglas County within close proximity to the Town of Parker (either in the 80134 or 80138 zip code). Commission Members are recommended by the Commission and approved by the Council and serve at its pleasure. Commission members will serve a term of three (3) years and can continue to serve additional consecutive terms with the Commission, subject to approval of the Council. The terms of office of the Commissioners who are initially appointed shall be staggered so that two (2) of the initial Commissioners are appointed for one-year terms, two (2) of the initial Commissioners are appointed for two-year terms, and three (3) of the initial Commissioners are appointed for three-year terms. Thereafter, Commissioners shall be appointed for three-year terms.

Commission members carry out their duties as a group and do not have the individual authority or responsibility to implement action on behalf of the group, authorize the expenditure of Town funds, or direct Town staff members. Commission members are encouraged to attend Commission events and may choose to act in volunteer positions at these events. When working in a volunteer position, Commission members work under the direction of the staff member organizing the event.

SECTION 8. OFFICERS

A. Election of Officers

The Commission and the PROS Director shall recommend the Chair of the Commission to the Council. The Chair shall be appointed by the Council and shall serve for a term of one year or until the next Chair is appointed. The Chair will usually be appointed when Commission members are appointed. The Commission shall choose members as Vice-Chair and Secretary to serve for one year until the next election of officers. Any Commission member is eligible to hold office. Staff members are not eligible.

B. Chair

Duties and Responsibilities:

1. Plan and preside at all meetings of the Commission.
2. Facilitate annual planning process.
3. Set meeting agendas in partnership with the PROS Staff.
4. Work closely with the PROS Staff to stay informed about recreational programming and communicate with other Commission members.
5. Receive reports from all committees and Staff.
6. Act as liaison with PROS Staff regarding all Commission issues.

C. Vice-Chair

The Vice-Chair shall preside over meetings in the absence of the Chair and fulfill the duties of the Chair in the Chair's absence.

D. Secretary

Duties and Responsibilities:

1. In partnership with Staff, ensure that accurate minutes are taken at each meeting and distributed to Commission members. Minutes must be filed with the Town Clerk and kept on file at Town Hall for public inspection.
2. Advise Council of any vacancies on the Commission.

E. Vacancy of Office

If the Vice-Chair or Secretary vacates an office before his/her term is completed, a new officer shall be elected at the next regular meeting. If the Chair leaves before his/her term is completed, Council shall appoint a new Chair as soon as practicable and the Vice-Chair shall preside over meetings until such appointment is made.

SECTION 9. CONDUCT OF BUSINESS

A. Quorum

No business of the Commission shall be transacted, except at a regular or special meeting at which a quorum of the Commission shall be present. A majority of Commission members shall constitute a quorum for the transaction of business.

B. Vote Requirements

Any recommendation or action of the Commission shall require the affirmative vote of a majority of the Commission members present and voting.

C. Deadline for Agenda

The deadline for placing an item on the agenda will be five days prior to the scheduled meeting. The agenda will be posted and distributed to Commission members 72 hours prior to the meeting.

D. Code of Ethics

Commission members are expected to comply with the Town's Code of Ethics as codified in Chapter 2.05 of the Parker Municipal Code, as amended.

## SECTION 10. VACANCIES

Commission members shall continue to serve on the Commission, unless they have missed two (2) consecutive unexcused meetings, their terms of office expire, they are removed from the Commission by Council, upon recommendation of the Commission, they resign, or they are incapacitated to an extent which prohibits the proper performance of duties. To fill a vacancy, the Commission will solicit applications from the community. The Commission will recommend members from the community applicant pool to be approved by Council. Council will have the opportunity to meet new Commission members before being approved by Council if requested.

## SECTION 11. ATTENDANCE

- A. Commission members are expected to miss no more than twenty-five percent (25%) of regularly scheduled Commission meetings during their term.
- B. Whenever possible, Commission members must report absences in advance to the Chair or the PROS Staff. Absences reported in advance will be considered excused. In case of emergency, Commission members must report their absences as soon as possible. The Chair shall determine if the emergency constitutes an excused absence. This decision may be appealed to a vote of the Commission.
- C. It is the responsibility of absent Commission members to contact the Chair for information that was missed.
- D. Any Commission member may request a leave of absence for no more than four (4) meetings by submitting a request in writing with a brief explanation for the reason for the leave to the Commission for approval. No more than two (2) Commission members may be granted a leave of absence at any one time.
- E. A Commission member's position is declared vacated if more than two (2) unexcused consecutive meeting absences occur.

## SECTION 12. MODIFICATION OF BYLAWS

These rules of procedure and conduct shall only be amended by Council resolution.

Approved by Town Council Resolution No. 22-025