

# JOSEPHINE COUNTY PARKS ADVISORY BOARD BYLAWS

## Article I. Name

This advisory board will be known as the Parks Advisory Board, hereafter referred to as the PAB.

## Article II. Purpose

The PAB will act as a primary line of communication between the public and Josephine County Parks and the Board of County Commissioners, hereafter referred to as BCC, so as to provide the BCC with the broadest range of public thought and response to Josephine County's Parks and Recreational needs and services. The PAB is subject to the laws applicable to public bodies.

## Article III. Responsibilities

It shall be the responsibility of the PAB to advise the BCC on:

1. The present and future overall recreational needs which are essential to the well-being of Josephine County and its citizens.
2. The location and acquisition of new parks, including additions or reductions to existing parks. Review land presently owned by the County or coming into its possession in the future and report to the BCC to its possible use and value of recreation, scenic or historic purposes.
3. The operation, maintenance policies and plans necessary to assure maximum public benefit for established park areas and facilities.
4. The means of financing park operational and developmental programs.
5. The acceptance or rejection of gifts or donations of land or funds for park and recreation purposes in accordance with Josephine County Planning and approval by the BCC.
6. Any other matter which the PAB feels is important or necessary in achieving a good park and recreation program.

## Article IV. Membership

1. Appointment: The PAB may be comprised of nine members, who shall be appointed by the BCC and serve at the BCC's pleasure. Members shall be appointed for terms of four years and may serve two terms, unless otherwise stated in enabling legislation or unless the BCC deems it in the County's best interest to reappoint. When a vacancy occurs, the PAB, may, by a majority vote, recommend to the BCC, a replacement.
2. Representation: Members shall be selected, whenever possible, to reflect diversity of background, skills, and opinions.
3. Duties/expectations: Members will complete tasks assigned by the chair and will carry out assignments from committees to which they have been appointed. Members are expected to be knowledgeable about the essential matters confronting the PAB, including policy guidelines. Members are expected to assist each other in orientation and education related to PAB responsibilities for new appointees.

## Article V. Officers

1. Chair and vice-chair appointment: The members of the PAB will elect the chair and vice-chair at their regular meeting in January of each year. The chair may serve a maximum term of two years. At the end of the final term, the vice-chairperson shall become the chairperson and a new vice-chair will be elected.
2. Chair responsibilities: The chair will act as leader of the convened meeting. The chair will assist in creation of the agenda and assure that the agenda items are addressed. The chair will apportion duties of the members of the PAB, call special meetings, and perform such other duties as his/her office requires. The Chair will keep order at the meetings.
3. Vice-chair responsibilities: In the absence of the chair, the vice-chair will assume the chair's responsibilities. If neither the chair nor vice-chair is available for a publicly convened meeting, then the assembled quorum of the meeting will select a temporary chairperson to conduct the meeting.
4. Vacancies or removal of officers: The BCC may remove a chair or vice-chair on its own motion or upon the recommendation of a majority of the PAB when it determines that it is in the interest of the PAB or the county to do so. If the chair is removed, the vice-chair will assume the chair's position. If the vice-chair is removed, the BCC will appoint or recommend a person for appointment to the position.
5. Staff Support: The staff support will prepare agenda packets and provide public notice at least 24 hours prior to the meeting date.

- (a) Parks staff may provide necessary assistance to facilitate the role of the PAB in fulfilling its duties and responsibilities; providing information on matters before the PAB, answering questions, supplying requested data, and making suggestions of achieving desired results at the discretion of the Parks Manager.
- (b) Parks staff will bring matters concerning policy before the PAB for review. Matters of controversy or complaints relating to County Parks activities should be considered first by the staff then referred to the PAB if not resolved.
- (c) Parks Staff will notify PAB members and the BCC Office at least two months prior to the expiration of member's terms.

**Article VI. Attendance**

All PAB members are expected to attend regularly scheduled meetings. Except as otherwise provided by federal or state law, any member who fails to attend three consecutive meetings, unless excused, will forfeit membership unless the member is prevented from attending by the serious cause that in the judgment of the BCC constitutes a valid reason for failing to attend. Prior to the BCC decision that a member has vacated a position for failing to attend meetings, the BCC shall give reasonable opportunity (30 days) to the member to justify the absences in writing to the BCC office. It shall be the responsibility of the PAB to notify the BCC of member absences.

**Article VII. Meetings**

1. Public meeting laws: The PAB is a public body subject to the public meetings and record laws as stated in ORS Chapter 192. All meetings will be open to the public.
2. Regular meetings: The PAB shall have regular meetings with the frequency, time and place to be established by the members in accordance with the needs of the Josephine County Parks staff and the PAB.
3. Notice: The PAB will provide for and give public notice, at least 24 hours prior to the meeting. Notice shall include the time and place for holding regular meetings. The notice will describe the primary subjects to be considered at the meeting. Distribution of meeting notices will follow county protocol for posting meeting agendas. Whenever possible, matters resulting in a recommendation to the BCC will be deliberated during a minimum of two meetings to assure maximum participation.
4. Agendas: Items may be placed on a meeting agenda by any PAB member, the BCC or by parks staff. The agenda will be distributed to members and the BCC at least 24 hours prior to a regular meeting.
5. Quorum: The majority of the appointed membership of the PAB will constitute a quorum for the transaction of all business at meetings.
6. Decision making procedure: Each PAB member will be entitled to one vote on all issues presented at meetings at which the member is present. A majority vote is the primary decision-making method and is necessary to execute fiduciary and statutory obligations. Any abstention must be entered as such in the minutes with a reason recorded. Majority is defined as a majority of the appointed membership in attendance. A quorum is required before any vote may be made.
7. Minutes: The staff member assigned to the PAB will prepare or ensure meeting minutes are prepared. Minutes will include who called the meeting to order and when, the date and place of the meeting, a description of the members present, who made motions and who seconded the motion, proposals, and their disposition, the results of all votes, the substance of any discussions, and reference to any document discussed at that meeting. Minutes will be distributed to the membership 24 hours prior to the meeting. Minutes are due in the PAB of Commissioner's office 45 days from the date of the meeting.
8. Special meetings: Special PAB meetings may be called by the PAB chair by notifying the PAB members, the BCC, Parks staff, and the general public through a news media notice not less than 24 hours prior to the time of the special meeting. A special meeting should be called only if necessary to conduct business that cannot wait until the next regularly scheduled meeting. When possible, notice should be provided as soon as possible to encourage public participation

**Article VIII. Termination**

1. Removal of PAB by Commissioners: All PAB members serve at the pleasure of the BCC. The BCC may remove a PAB member without cause, at any time, on its own motion or upon the recommendation of the PAB. The BCC shall provide the member being removed with an opportunity to address the BCC concerning their removal prior to removal.
2. Removal by PAB: If a majority of the PAB determines that a member should be removed, the chair of the PAB shall make a recommendation to the BCC for its consideration.
3. Resignation: Resignations by members shall be submitted in writing to the Parks Manager or the PAB chair and announced at the next regularly scheduled meeting. The Parks Manager or chair shall forward a copy of the resignation to the BCC office.

**Article IX. Committees**

The chair will appoint members to special committees as necessary to deal with specific problems or issues. Members of special committees may be appointed at large. The Chairperson is an ex-officio member of all special committees. All appointed special committees are required to report their information and/or recommendations to the PAB.

**Article X. Conflicts of Interest**

1. Declaration: The PAB is subject to ORS 244.020, 244.040(1), and 244.120 to 244.030, defining conflict of interest and establishing protocols for members of public bodies in Oregon. PAB members are expected to declare a conflict of interest prior to consideration of any matter causing a potential or actual conflict.
2. Potential conflict defined: A potential conflict of interest exists when a PAB member takes an action that reasonably could be expected to have a financial impact on that member, a relative, or a business with which the member or members' relative is associated. The PAB member may participate in an action after declaring the potential conflict and announcing its nature.
3. Actual conflict defined: An actual conflict of interest exists when an action is reasonably certain to result in a special benefit or detriment to the PAB member, a relative, or a business with which the member or members' relative is associated. The member will declare the actual conflict and announce its nature. The member must then refrain from taking any official action, except when the member's vote is necessary to achieve a quorum. When a vote is necessary to achieve a quorum, the matter will be tabled until the next meeting.

**Article XI. Amendment to Bylaws**

1. Initiated by PAB: The PAB may propose amendments to the bylaws. Any recommendations agreed upon by the majority of the PAB shall be forwarded to the BCC for its approval. The BCC shall have the sole authority to adopt, amend or repeal bylaws.
2. Distribution: Upon the BCC approval of bylaw amendments, the Parks Manager or staff will make any required revisions to the bylaws and distribute them to all members of the PAB.

**Article XII. Community Relations/Public Input**

Any member of the public will be welcome to attend and provide input at PAB meetings. Public comments will be encouraged and will be accepted verbally or in writing. Anyone who wishes to voice an opinion or present information or concerns to the PAB may attend meetings or contact either the chair, the vice-chair, or staff of the Parks Program. Arrangements will be made and time will be allotted at meetings as appropriate to assure broad public participation.

**ADOPTED BY PAB**

This \_\_\_\_\_ day of \_\_\_\_\_ 2014.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice-Chair

**APPROVED BY THE JOSEPHINE COUNTY BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice-Chair

\_\_\_\_\_  
Commissioner

Date\_\_\_\_\_