

**LAS VEGAS PARKS AND RECREATION
ADVISORY COMMISSION BYLAWS**

ARTICLE I: DEFINITIONS

For purposes of these By-Laws, the following definitions shall apply:

1. "City Council" means the City Council of the City of Las Vegas.
2. "Commission" means the Las Vegas Parks and Recreation Commission established pursuant to LVMC Chapter 2.42.
3. "Director" means the Director of the Department of Parks, Recreation and Neighborhood Services of the City of Las Vegas, or his or her designated representative.

ARTICLE II: PURPOSE

The Commission, comprised of citizens appointed by the City Council to represent the views and interests of the Las Vegas community, in cooperation with the Director of the Department of Parks, Recreation and Neighborhood Services (the "Director"), shall serve to advise and report to the City Council on matters pertaining to public parks and public recreation, including, without limitation, making recommendations to the City Council regarding the naming of public parks and public recreation facilities.

ARTICLE III: COMMISSION DUTIES

The duties of the Commission shall include, but shall not be limited to, the following:

1. Act as an advisory commission to the Director, City Manager, and the City Council on matters pertaining to public parks and public recreation, including recommendations to the City Council regarding the naming of public parks and public recreational facilities;
2. Facilitate sound public park and recreational planning with other governmental agencies and community civic groups;
3. Aid in coordinating the parks and recreation services with other governmental agencies and voluntary organizations;
4. Hold regularly scheduled and specially called meetings to discussed matters or issues submitted to the Commission for discussion and, if warranted, recommendations to the City Council for consideration;
5. Hold public forums to promote the exchange of information and obtain input from the public on matters pertaining to public parks and public recreation;
6. Review and compile information pertaining to public parks and public recreation;

7. Organize subcommittees, if deemed warranted, to assist the Commission in the conduct of its business;
8. Adopt by-laws, and subsequent amendments thereto, as deemed necessary for the efficient conduct of its business;
9. Any other powers designated by the City Council

The Commission shall have no authority to incur any financial obligations or to create any financial liability on the part of the City. The Commission may submit a request to the Director that City staff members attend meetings of the Commission.

ARTICLE IV: MEMBERSHIP

A. Membership Number. The Commission shall consist of fifteen members. Each member of the City Council shall have the right to nominate two members to the Commission. The Mayor shall have the right to nominate three members to the Commission. Each nomination to the Commission must be approved by a majority of the members of the City Council.

B. Term. The term of each member shall commence at the meeting of the Commission immediately following the appointment by the Mayor and City Council. The term of each member of the Commission shall be co-terminus with term of the City Councilperson or Mayor, whoever was responsible for the members nomination of the Commission. of the nominating member of the City Council ceases, in which case the term of the Commission member shall also cease, and the vacate position shall be subject to a new appointment by the new member of the City Council. All members of the Commission shall serve at the pleasure of the City Council, which means that the City Council shall have the right to request the resignation of any member appointed to the Commission during the member's term of service on the Commission. Each member to the Commission may be reappointed by the original nominating member of the City Council.

C. Absences. The Director may, after seeking the approval of the Commission, recommend to the City Council the removal of any Commission member who compiles more than three consecutive unexcused absences, or attends less than seventy-five percent of the regularly scheduled meetings within a calendar year. An excused absence is defined as (i) an absence due to the illness the Commission member or an illness to his or her's family, (ii) an absence due to an employment related activity, or (iii) an absence that has been approved by the Chairperson. Notification of an upcoming absence is to be made to the Director.

ARTICLE V: OFFICERS

A. In General. The officers of the Commission shall be the Chairman, Vice-Chairman and the Secretary.

B. Chairperson. The Commission shall elect a Chairperson from its members in January of each year. The Chairman shall preside at all meetings, call meetings, and review and approve

the agenda for meetings submitted by the Director for approval. The Chairperson is a voting member of the Commission. There is no maximum limit on the number of times a member may serve as the Chairperson.

C. Vice-Chairperson. The Commission shall elect a Vice-Chairperson from its members in January of each year. The Vice-Chairperson shall act as Chairperson in the absence or abstention of the Chairperson. The Vice-Chairperson is a voting member of the Commission. There is no maximum limit on the number of times a member may serve as the Vice-Chairperson.

D. Secretary. The City Clerk shall serve as the ex-officio Secretary of the Commission. The Secretary shall be responsible for typing the Commission agenda submitted by the Director submitting the Commission agenda and back-up documentation to members of the Commission, publicly posting notice of the Commission meeting and agenda in compliance with State law, recording the proceedings of the Commission meeting and subsequently preparing the meeting minutes for approval by the Commission. The Ex-Officio Secretary does not have voting privileges.

ARTICLE VI: MEETINGS

A. Regular Meetings. The regular meetings of the Commission shall be held no less than quarterly and more than once per month. The meeting shall be scheduled on the first Tuesday of each month at 4:00 p.m. in the Conference Room of the City Clerk's Office at City Hall unless an alternative day, time or location has been properly posted.

B. Special Meetings. A special meeting of the Commission may be called by:

1. the Chairperson submitting a request to the Director;
2. the Commission after a majority vote of a quorum requesting such special meeting provided the request has been properly agendized for such vote;
3. the Director, sua sponte, or after receiving individual written requests from a majority of the members of the Commission.

C. Posting of Meetings. All meetings of the Commission shall be properly noticed, posted, and conducted according to the open meeting law requirements set forth in Nevada Revised Statutes Chapter 241.

D. Quorum. Eight members constitute a quorum for any action to be taken by the Commission, except any amendment to these Bylaws.

E. Approval of Action Item. Action on routine motions, resolutions, and recommendations requires approval by a majority vote of a quorum of the members present at the Commission meeting, after excluding any abstentions. A majority vote is at least one vote more than half the members present and entitled to vote, excluding abstentions, at a meeting where a quorum is present.

F. Approval of By-Laws and Amendments. A two-thirds vote is a vote of at least two-thirds of the entire membership of the board entitled to vote, after excluding any abstentions. Each member will be entitled to (1) one vote and shall cast that vote on the date the item is placed on the agenda. Proxy votes and absentee ballots shall not be permitted. Members shall only abstain for a vote when there is a valid conflict of interest addressed to the commission.

G. Recommendations to City Council. Each recommendations of the Commission to be forwarded for consideration of the City Council shall require a majority vote of the quorum present at the meeting of the Commission considering the recommendation. Any recommendation forwarded to City Council shall be presented, in person, by the Chairperson and/or the Vice- Chairperson, or his or her designated representative.

ARTICLE VII: PARLIAMENTARY AUTHORITY

A. These Bylaws shall not conflict with the Ordinance adopted by the City Council, which authorizes the creation of the Commission. In the event of any conflict, the Ordinance shall prevail.

B. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the meetings of the Commission in all cases where applicable and not inconsistent with these Bylaws or any special Rules of Order adopted by the Commission.

C. In the event of any conflict, the following order of priority shall prevail: the Ordinance, Bylaws, Special Rules and Robert's Rules of Order.

ARTICLE VIII: REQUIRED FILINGS WITH CITY CLERK

A. Bylaws. The executed original of these Bylaws must be filed with the office of the City Clerk within 10 calendar days after adoption by the Commission.

B. Meeting Agendas. The originals of the agenda, agenda backup items, certificate of posting, and certificate of mailing are to be filed with the office of the City Clerk within 10 calendar days after the meeting date of the Commission.

C. Meeting Minutes. The executed original of the meeting minutes of each Commission meeting are to be filed with the office of the City Clerk within 10 calendar days after approval by the Commission.

ARTICLE IX: ADOPTION OF BYLAWS AND AMENDMENTS

A. Bylaws. The Bylaws, and each proposed amendment thereto, shall be presented to the Commission for consideration as part of the Commission agenda at a minimum of two regularly scheduled meetings of the Commission.

B. Amendments. Each proposed amendment to these Bylaws to be effective shall require a two-thirds vote of approval as defined in Section VI (F) above.

THESE BYLAWS WERE FIRST CONSIDERED BY THE COMMISSION ON ??? AND ADOPTED ON _____.

CITY OF LAS VEGAS PARKS AND RECREATION ADVISORY COMMISSION

By _____
Malcolm White, Chairperson

ATTEST:

BEVERLY K. BRIDGES, MMC
Secretary

Approved as to form:

Robert S. Sylvain, Date
Deputy City Attorney