

**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 Advisory Commission established pursuant to LVMC Chapter 2.42.
3. "Director" means the Director of the Department of Parks and Recreation 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, shall serve to advise and report to the City Council on matters pertaining to public parks and public recreation, including, without limitation, making recommendations through Commission action to the City Council regarding the naming of public parks and public recreation facilities.

**ARTICLE III: COMMISSION DUTIES**

The duties of the Commission shall be:

1. To make recommendations, in cooperation with the Director, to the City Council on matters pertaining to public parks and public recreation and to cooperate with other governmental agencies and civic groups to facilitate sound park and recreation planning;
2. To aid in coordinating the parks and recreation services with other governmental agencies and voluntary organizations;
3. To advise the Department of Parks and Recreation regarding departmental functions which involve or affect the public;
4. To make recommendations to the City Council on matters pertaining to golf courses that may be owned and operated by the City;
5. To adopt by-laws to govern procedures and by vote, set a time for regular meetings and shall determine the manner in which special meetings may be called, held and notice given; and
6. To exercise any other power designated by the City Council.

In carrying out the duties set forth herein, the Chairman may establish a subcommittee composed of members of the Commission volunteering, or members of the Commission selected by the

Chairman, to serve on the subcommittee to assist the Commission in the conduct of its business. Any subcommittee created by the Chairman shall comply with the open meeting requirements of NRS Chapter 241. 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. All members shall be appointed by the City Council. Except for the Mayor, 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.

B. Term. Members of the Commission shall serve for a period of three years. The term of each member shall commence at the meeting of the Commission immediately following the appointment by the City Council.

C. Vacancies. Vacancies in the Commission, occurring for reasons other than the expiration of a term, shall be filled by appointment by the City Council for the remainder of the term. The Commission may submit to the City Council its recommendations for appointments and reappointments to the Commission.

D. Removal from Office. Members of the Commission may be removed for malfeasance, misconduct or neglect of duty pursuant to the provisions of LVMC Chapter 2.52, and any amendments thereto enacted subsequent to the adoption of these By-Laws. As currently set forth in LVMC Section 2.52.020, a member is guilty of neglect of duty if he or she receives notice of meetings and thereafter (i) attends fewer than fifty percent (50%) of the meetings held within a twelve month period following the member's appointment, or an anniversary date thereof, or (ii) without excuse, attends fewer than seventy-five percent (75%) of the meetings held within the twelve month period following the member's appointment or an anniversary date thereof. An excused absence is defined as (i) something more than a mere inconvenience, (ii) an absence due to the illness of the Commission member or an illness to his or her family, (iii) an absence due to an employment related activity, or (iv) an absence that has been approved by the Chairman. Notification of an upcoming absence is to be made to the Director.

The City Council shall have the sole right to remove a member from the Commission. The Director may, with the concurrence of the Commission, recommend to the City Council the removal of a member who has violated the provisions of LVMC Chapter 2.52, the Director. The City Council shall make the final determination as to whether to accept or reject such recommendation. Any member recommended for removal shall have the right to a hearing before the City Council as provided in LVMC Section 2.52.030.

#### **ARTICLE V: OFFICERS**

A. In General. The officers of the Commission shall be the Chairman, Vice-Chairman and the Secretary. Any person currently serving as the Chairman, Vice-Chairman and Secretary as of the date of the adoption of these By-Laws shall continue to serve in that capacity until January of the following year. In January of each year thereafter, or at the next meeting after a vacancy, the

Commission shall meet in a regularly scheduled meeting and elect a Chairman and Vice Chairman from its members. There is no limit on the number of times a member may serve as the Chairman or Vice-Chairman.

B. Chairman. The Chairman shall preside at all meetings, call meetings, and review and approve the agenda for meetings submitted by the Director for approval. The Chairman is a voting member of the Commission. The duties of the Chairman shall be the duties usually carried out by such officer.

C. Vice Chairman. The Vice Chairman shall act as Chairman in the absence or abstention of the Chairman. The Vice Chairman is a voting member of the Commission. The duties of the Vice Chairman shall be the duties usually carried out by such officer.

D. Secretary. The Director shall serve as the ex-officio Secretary of the Commission. The Secretary, or his or her designee, shall work with the Department Liaison and the Chairman to develop agenda items and related backup to submit to the City Clerk for agenda finalization and posting in compliance with the requirements of NRS Chapter 241. The City Clerk shall be responsible for arranging meeting sites, recording the proceedings and preparing the meeting minutes for approval of the City Clerk. The Secretary does not have any voting privileges as to matters voted on by the Commission.

#### ARTICLE VI: MEETINGS

A. Regular Meetings. The regular meetings of the Commission shall be held no less than quarterly and no 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 approved as provided herein. An alternative date, time or location to that of the regularly scheduled meeting may be scheduled if determined necessary by the Director, or as may be previously approved by the Commission as an item duly posted as part of the meeting agenda of the Commission.

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

1. the Chairman submitting a request for a special meeting to the Director; or
2. the Commission after a majority vote requesting such special meeting provided the request has been properly agendized for such vote;
3. the Director, sua sponte, determining that there exists a need for a special meeting; or
4. the Director receives individual written requests for a special meeting 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 for the adoption or any amendment to these Bylaws, which shall be governed by the provisions of Section IX.

E. Approval of Action Item. Action on routine motions, resolutions and recommendations requires approval by a majority vote 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, after excluding abstentions, at a meeting where a quorum is present. After taking into account any abstentions, if any, a majority vote would be as follows:

<u>Number of Voting Members</u>	<u>Majority</u>
15	8
14	8
13	7
12	7
11	6
10	6
9	5
8	5

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 Commission regardless of any vacancies and abstentions.

G. Number of Votes. 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 from voting on matters before the Commission if the member has a conflict of interest.

H. Recommendations to City Council. Each recommendation 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 Chairman and/or the Vice Chairman, or his or her designated representative.

**ARTICLE VII: PARLIAMENTARY AUTHORITY**

A. Parliamentary Procedure. The rules contained in the current edition of Robert's Rules of Order Newly Revised (In Brief) (Robert's Rules of Order") 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. Motions made by any member of the Commission may, but are not required to be, seconded for voting purposes.

B. Conflicting Provisions. 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 following order of priority shall prevail: the Ordinance, Bylaws, Special Rules, if any, adopted by the Commission and Robert's Rules of Order.

**ARTICLE VIII: REQUIRED FILINGS WITH CITY CLERK**

