

**CITY OF DUBLIN
PARKS AND COMMUNITY SERVICES COMMISSION
BYLAWS AND RULES OF PROCEDURE**

**ARTICLE I
GENERAL PROVISIONS**

Section 1. These Rules of Procedure shall be known as the Bylaws and Rules of Procedure of the Parks and Community Services Commission of the City of Dublin. A copy of these Rules and amendments thereto, shall be filed in the offices of the City Clerk for examination by the public.

Section 2. These Rules and any amendments hereto shall be effective on the date of the adoption hereof, and shall govern the meetings and activities of the Commission.

**ARTICLE II
COMMISSION COMPOSITION AND METHOD OF APPOINTMENT**

Section 1. The Parks and Community Services Commission shall be composed of six (6) members, one of whom is a high school student residing in the City of Dublin.

Section 2. The Mayor shall make all appointments to the Commission, with the approval of the City Council.

Section 3. Commission members may resign at any time by giving written notice to the Mayor and City Clerk.

**ARTICLE III
TERM OF OFFICE AND REMOVAL**

Section 1. Commission members shall be appointed for terms which run four (4) years beginning in December of even numbered election years and ending in December of an even numbered election year. At the end of a Commissioner member's term, the Commission member may be reappointed to the Commission in the same manner as the initial appointment. Commission members shall be eligible to serve a maximum of eight (8) years with two (2) 4-year terms.

Section 2. The term of the student member shall be for one (1) year, commencing July 1st and terminating on the following June 30th.

Section 3. Any member of the Commission may be removed from the office with the approval of a majority of the City Council. Removal and appointment of Commissioners shall be made only at a regularly scheduled meeting of the City Council.

Section 4. Commission members should endeavor to attend all regular and special meetings of the Commission. The Secretary to the Commission shall provide the Mayor with quarterly attendance reports by Commissioners. After the third absence from a regularly scheduled Commission meeting within any twelve (12) month period, said Commission member's office shall be automatically declared vacant.

Section 5. If a Commissioner member ceases to reside in the City of Dublin, said Commissioner's office shall be automatically declared vacant.

ARTICLE IV **VACANCIES**

Section 1. Vacancies on the Commission occurring other than by expiration of term shall be filled for the unexpired portion of the term in the same manner as the original appointment.

ARTICLE V **OFFICERS**

Section 1. Election and Term of Office. The Commission shall elect a Chairperson at the first meeting in January of each year, or if a quorum is not present, at the next meeting at which a quorum is present. The Chairperson and Vice Chairperson shall serve until their successors are elected, or until their terms as members of the Commission expire, whichever is first. The Commission shall, unless no Commissioners meet criteria, elect Commissioners to the positions that have not previously served in the position and have not declined the appointment, with the intent that no one should serve in the position for no more than two consecutive years.

Section 2. The Secretary to the Commission will be the City Manager or his/her designee.

Section 3. Vacancies. In case of any vacancy in the Office of the Chairperson or Vice Chairperson, the vacancy shall be filled by an election held at the first regular meeting after the occurrence of such vacancy. The person so elected shall serve the balance of the term.

Section 4. Duties of Officers. The Chairperson performs the following duties:

- (a) Presides at all meeting of the Commission.
- (b) Appoints committee and chairpersons of committees as necessary.
- (c) Signs correspondence on behalf of the Commission.
- (d) Represents the Commission before the City Council.
- (e) Performs other duties necessary or customary to the office.

In the event of the absence of the Chairperson or his/her ability to act, the Vice Chairperson presides in the place of the Chairperson. In the event of the absence of or the inability to act of both the Chairperson and Vice Chairperson, the remaining members shall elect one of their members to act as temporary Chairperson.

Section 5. The Committees. The Commission or Chairperson, upon direction of the Commission, May appoint several of its members, but fewer than a quorum, to serve as a Committee. On certain occasions, such as when a particular kind of expertise or public

representation is desirable, the Commissions may appoint non-members to the Committee. Committees make recommendations directly to the Commission.

ARTICLE VI **MEETINGS**

Section 1. The Commission shall hold at regular meetings at least once per month at a designated time and place, which shall be fixed and determined by the Commission and entered upon its minutes. All meetings of the Commission shall be open to the public. Special meetings of the Commission may be called by a majority of the members thereof, or by the Chairperson thereof. Notice of any such special meeting shall be given as required by law.

Section 2. A majority of the voting members of the Commission shall constitute a quorum for the purpose of transacting business. The secretary shall keep minutes of all regular and special meetings of the Commission, and these shall be sent to all members and administrative officers in advance of the meeting in which they are to be approved.

Section 3. Commissioners shall attend all regular and special Commission meetings in person. Commissioners will not be permitted to use teleconference as an option to attend any Commission meetings.

ARTICLE VII **GENERAL RESPONSIBILITIES OF THE COMMISSION**

Section 1. The Commission shall consider and make recommendations as it deems necessary to the City Council and to City Staff in all matters pertaining to the operation and maintenance of an effective, efficient, and adequate program of parks, recreation and community services for the citizens of Dublin.

Such recommendations would include, but are not limited to the following:

- (a) recommendations for the development, improvement and/or modification of recreation of community services and facilities;
- (b) future recreation and community service needs;
- (c) conduct of persons using park and recreation facilities by the public; and
- (d) annual review of the Parks and Community Services Strategic Plan.

Section 2. The Commission shall also accept and consider recommendations from the Senior Center Advisory Committee and the Youth Advisory Committee, and forward the recommendations to the City Council, as appropriate.

ARTICLE VIII **DUTIES OF COMMISSION TO BE ADVISORY ONLY**

Section 1. It is intended that the Commission shall be an advisory body to the City Council. Nothing herein contained shall be construed as a limitation on the power of the City Council or the Administrative Staff of the City or any other agency in their supervision, or authority over property or personnel which are under their respective jurisdiction. Each

Commissioner is expected to serve the City and the residents of the City of Dublin with professionalism and respect.

ARTICLE IX
STAFF ASSISTANCE

Section 1. The City Manager shall provide the Commission with such information and Staff assistance as the Commission may, from time to time request, subject to the limitations imposed by the City Council.

ARTICLE X
AMENDMENTS

Section 1. These Bylaws and Rules of Procedure may be amended in the same manner as originally adopted.

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