

**BYLAWS  
OF THE  
CITY OF SOUTHLAKE PARK AND RECREATION BOARD**

**ARTICLE I**

**PURPOSE AND POWERS**

**Section 1.1 Purpose** The Southlake City Council established the Southlake Park and Recreation Board to act as an advisory board to the City Council relating to all nature of park improvements and recreation programs.

**Section 1.2 Powers** In fulfillment of its purpose, the Southlake Park and Recreation Board shall be governed by the Southlake City Code and other applicable law.

**ARTICLE II**

**BOARD MEMBERS**

**Section 2.1 Composition and Terms of Office**

- (a) The Board shall consist of nine (9) citizens of the City of Southlake, Texas, and shall be appointed by the City Council.
- (b) Members shall be appointed for two-year terms. Members shall serve without compensation. All appointments for regular and/or alternate members to fill unexpired terms shall be filled in the same manner as regular appointments and shall terminate as per the original term being filled.

**Section 2.2 Meetings of the Board.** The Board shall meet the second Monday of each month in the Town Hall building or designated meeting area. Members not planning to attend a regular meeting or special meeting shall notify the Director of Community Services or designated staff or the Chair of the Board by 12:00 noon of the meeting day. Any member with unexcused absences from three (3) consecutive regular meetings or not exhibiting interest in the work of the Board shall be reported to the City Council which may, at its discretion, remove the Board member and appoint a replacement.

All meetings and deliberations of the Board shall be called, convened, held, and conducted, and notice shall be given to the public, in accordance with Chapter 551 of the Texas Government Code.

**Section 2.3 Special Meetings.** Upon the request of any Board member, the Chairman shall call a special meeting of the Board. The Chairman shall fix a place

and time for such special meetings. Notice shall be given to the public in accordance with Chapter 551 of the Texas Government Code.

**Section 2.4 Quorum.** A simple majority of the entire Board shall constitute a quorum to conduct official business of the Board.

**Section 2.5 Conduct of Business.**

- (a) At the meeting of the Board, matters pertaining to the business of the Board, as posted on the agenda, shall be considered in accordance with rules of procedure as from time to time prescribed by the Board.
- (b) At all meetings of the Board, the Chair shall preside. In the absence of the Chair, the Vice Chair shall preside. In absence of both the Chair and Vice Chair, the secretary shall preside.
- (c) The Chair shall be a voting member of the Board.
- (d) Minutes of each Board meeting shall be filed with the City Secretary and made available to the City Council upon request.

**Section 2.6 Vacancies.** Any vacancy occurring in the Board shall be filled by appointment by the City Council for the length of the unexpired term.

**Section 2.7 Committees of the Board.** The Board, through a regular vote, may appoint two (2) or more committee or sub-committee members to serve as designated.

**Section 2.8 Compensation of Board Members** Board members shall not receive any salary or compensation for their services.

### ARTICLE III

#### OFFICERS

**Section 3.1 Officers and Terms of Office.**

- (a) The officers of the Board shall be a Chair, Vice-Chair, and Secretary. As soon as practicable after the annual appointment of new board members by the City Council, the board shall select from the members a Chair, Vice Chair and Secretary, each to serve for one year. Should any of the above referenced officer's positions become vacant, the Board shall hold a special election to fill such vacancy for the duration of the unexpired term.
- (b) All officers shall be subject to removal from office at any time by a vote of a majority of the City Council.
- (c) Within sixty (60) days after appointment of new members, staff will establish, and new members will attend, an orientation meeting.

**Section 3.2 Powers of the Chair** The Chair shall preside at all meetings of the Board and perform all duties incident to the office of Chair and such other duties as may be prescribed by the Board and the City Council.

**Section 3.3 Vice Chair**. In the absence of the Chair or in the event of his/her inability or refusal to act, the Vice Chair shall perform the duties of the Chair, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform other duties as from time to time may be prescribed.

**Section 3.4 Secretary**. The Secretary shall ensure that minutes of each Board meeting shall be filed with the City Secretary and in general shall perform all duties as from time to time may be assigned to him/her by the Chair or the Board. In absence of the Chair and Vice-Chair, or in the event of their inability or refusal to act, the Secretary shall perform the duties of the Chair, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chair. In the absence of the Secretary, the Chair or acting Chair shall designate a member to perform the duties of the Secretary.

## ARTICLE IV

### BOARD DUTIES AND RESPONSIBILITIES

**Section 4.1 Duties and Responsibilities**. The duties and responsibilities of the Park and Recreation Board shall be to:

- (a) Act in an advisory capacity to the City Council in all matters pertaining to parks and recreation including the development of long range capital improvements programs.
- (b) Cooperate with other City boards and commissions, other governmental agencies, civic groups, and citizens of the City in the advancement of sound park and recreation planning programming.
- (c) Recommend policies on recreation services and park improvements.
- (d) Recommend programs for development of recreational areas, facilities, programs and improved recreation services.
- (e) Recommend the adoption of standards for recreational areas, facilities, programs and their financial support.
- (f) Review an annual report of existing park and recreation programs and services.

- (g) Review the Annual Operating and Capital Improvement Program Budget of the Community Services Department prior to submission to the City Council and submit a recommendation on the budget.

**ARTICLE V**

**FISCAL YEAR**

**Section 5.1 Fiscal Year.** The fiscal year of the Parks and Recreation Board shall run with the City of Southlake fiscal year.

**ARTICLE VI**

**AMENDMENTS TO BYLAWS**

**Section 6.1 Amendments to Bylaws.** These bylaws may be altered, amended or repealed and new bylaws may be adopted by a majority of the Board members present at any regular meeting, or any special meeting, if at least two (2) days written notice is given of an intention to alter, amend, or repeal these bylaws or to adopt new bylaws at such meeting.

<i>Approved Date:</i>	<i>July 12, 2004</i>	<i>Approved by:</i>	<i>Parks and Recreation Board</i>
<i>1. Amendment Date:</i>	<i>March 2, 2010</i>	<i>Approved by:</i>	<i>City Council</i>
<i>2. Amendment Date:</i>		<i>Approved by:</i>	