

**City of Scandia
Parks & Recreation Committee Bylaws**

Approved by the City Council, February 21, 2017

Section 1. Name. The name of this Committee is the Scandia Parks and Recreation Committee, hereinafter called the SPRC.

Section 2. Purpose. The purpose of the SPRC is to advise the Scandia City Council on all matters relating to a park and recreation program in the city, as described in Attachment A, Duties and Functions of the Scandia Park and Recreation Committee, approved by the City Council on February 20, 2007 and as may be amended by the Council from time to time.

Section 3. Membership. The SPRC is made up of Scandia residents appointed by the City Council according to the requirements of Section 8 of Ordinance No. 125.

Section 4. Officers and Duties. The SPRC shall have a chair and vice-chair. The term of office shall be one year. Election of officers will be held at the first meeting of March of each year. Appointment of the chair and vice chair is subject to approval by the City Council. The duties of the officers and members are as follows:

A. Chair

1. The chair shall organize, convene and chair all meetings of the SPRC.
2. The chair will set and prepare the agendas for meetings.
3. The chair will lead the development of a committee work plan, implementation of the long-range plan and list of annual priorities for approval by the Committee and by the City Council.
4. With the consent of the members and subject to approval by the City Council, the chair may create subcommittees and appoint SPRC members to those subcommittees.
5. The chair shall act as liaison between the City Council and the SPRC, reporting to the Council on activities as needed (quarterly, bimonthly etc.).
6. The chair shall coordinate the need for staff support of the SPRC with the City Administrator.
7. The chair shall represent the Committee as needed in dealings with outside agencies and organizations on matters pertaining to Park and Recreation activities.

B. Vice-Chair

1. The vice-chair shall act as an aide to the chair in fulfilling his/her duties as chair.
2. In the absence of the chair, the vice-chair shall assume the duties of the chair.

C. General Membership Responsibilities. All SPRC Members are responsible to:

1. Attend and participate in regular and special meetings in order to carry out the mission and duties of the committee;
2. Express oneself, clearly and concisely, both orally and in writing, with tact, diplomacy and good judgment;
3. Establish and maintain effective public relations when representing the Committee;

4. Have an understanding that they represent all Scandia residents and make recommendations on their behalf, to the best of their ability; and
5. Participate in any subcommittees to which they may be appointed.
6. If a member fails to attend meetings, fails to fulfill their responsibilities, or violates these bylaws, the SPRC may recommend that the City Council replace the member.

Section 5. Meetings.

- A. Regular Meetings.** Regular meetings will be held on the first Monday of each calendar month at 7:00 p.m. Any regular meeting falling upon a holiday shall be held on the first Thursday of the month at the same time and place, unless otherwise determined by a majority vote of the SPRC. Meetings shall be held at the Scandia Community Center, 14727 209th Street North, unless notice of the alternate location is given to the members and the public at least 72 hours in advance of the meeting.
- B. Special Meetings.** Special meetings of the Committee may be called at any time by the chair or the vice-chair, in the chair's absence with 72 hours advance notice to the public and to members.
- C. Quorum/ Voting.** A majority of the number of officially appointed members shall constitute a quorum. A majority of the entire membership shall decide all issues. Conduct of meetings shall be based on Robert's Rules of Order, Newly Revised, 10th Edition.
- D. Public meetings.** Except as otherwise provided in the open meeting law, all SPRC meetings, including special or sub-committee meetings, shall be open to the public. Public notice of meetings shall be given by posting committee agendas at the Community Center at least 72 hours prior to the meeting.
- E. Minutes of meetings.** Minutes of each SPRC meeting shall be prepared by the City Clerk or his/her designee and delivered to each member of the SPRC within 14 days of each meeting. At the next regular meeting following such delivery, Chair shall call for any additions or corrections. If there is no objection to a proposed addition or correction, it may be made without a vote of the SPRC. If there is an objection, the SPRC shall vote upon the addition or corrections. If there are no additions or corrections, the minutes shall stand approved.

Section 6. Order of Business.

- A. Order established.** Each regular meeting of the SPRC shall convene at the time and place appointed. SPRC business shall be conducted in the following order:
 1. Call to Order
 2. Public Forum
 3. Approve Agenda
 4. Approve Minutes
 5. Reports

6. Old Business
7. New Business
8. Items for next agenda
9. Adjournment.

B. Varying order. The order of business may be varied by the presiding officer.

C. Agenda. The clerk shall prepare an agenda of business for each regular SPRC meeting and file a copy in the office of the clerk not later than seven calendar days before the meeting. The agenda shall be prepared in accordance with the order of business and copies shall be delivered to each SPRC member and posted at the community center as far in advance of the meeting as time for preparation will permit. No item of business shall be considered unless it appears on the agenda for the meeting or is approved for addition to the agenda by a majority vote of the SPRC members present.

D. Agenda materials. The clerk shall see that at least one copy of printed materials relating to agenda items is available to the public in the meeting room while the SPRC considers their subject matter. The agenda items shall not be considered unless this provision is complied with. This section does not apply to materials that are classified as other than public under the Minnesota Government Data Practices Act or materials from closed meetings.

Section 7. Amendments. These bylaws may be amended at any regular meeting of the SPRC by a majority vote of the membership, provided that notice of the amendment has been given to all members in writing one regular meeting prior to the meeting at which the amendment will be voted. These bylaws and amendments thereto are subject to approval by the City Council.