

**The Victoria Parks and Recreation Commission
Bylaws**

Article 1

Purpose

- 1.1. **Purpose.** The purpose will be to advise the Parks and Recreation Department on matters pertaining to (a) planning the acquisition of park and recreation areas and facilities, (b) the development of park and recreation areas and facilities, and (c) any other items determined by the Parks and Recreation Director.

Article 2

Members

- 2.1. **Number and Appointment.** The Commission shall be composed of nine (9) members appointed by the Victoria City Council.
- 2.2. **Qualifications.** Any resident of the City of Victoria who has expressed a general interest in the improvement of the City's parks and recreation areas and facilities shall be eligible for appointment to the Commission.
- 2.3. **Terms.** Appointments will be in October of each year for a three-year period beginning October 1st and ending September 30th. Three members will be appointed each year. A member may not serve more than two consecutive terms. Former members will be eligible to serve again after abstaining a minimum of one year from the date of their term expiration. Any member originally appointed to fill a vacancy, due to resignation of a former member, may serve two full terms if the vacancy had less than 18 months remaining and the member's reappointment is approved by City Council.
- 2.4. **Resignation.** Any member desiring to resign from the Commission shall submit his/her resignation to the Chair of the Commission in writing. Whenever a vacancy occurs during a term, appointment filling the vacancy shall be to fill the unexpired term.
- 2.5. **Attendance and Removal.** A member who misses three consecutive meetings or one-third of all regular meetings in a twelve-month period, except in case of illness, shall be removed from the Commission.

Article 3

Meetings

- 3.1. **Regular Meetings.** The regular meetings of the Commission shall be held on a day agreed upon by the Parks and Recreation Commission and approved by a 2/3 majority vote of the quorum present.

- 3.2. **Special Meetings.** Special meetings of the Commission may be called by the Chair, or by the Parks and Recreation Director.
- 3.3. **Notice of Meetings.** Written notice of the time, place and agenda for both regular and special meetings shall be given to each Commissioner either by personal delivery or by mail, phone, e-mail or fax at least 72 hours before the meeting.
- 3.4. **Electronic Meetings.** Meetings of the Commission may be held partially or entirely by teleconference, internet videoconference, or other similar electronic transmissions so long as a quorum of Commissioners participate. Participation in a meeting pursuant to this Section 3.4 shall constitute presence in person at such meeting, except where a person participates in the meeting for the sole and express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened.
- 3.5. **Open Meetings Act.** Meetings will adhere to the provisions of the Open Meetings Act by the posting of notices and agendas with the City Secretary's office or on the City's internet website.
- 3.6. **Action by Unanimous Written Consent.** Notwithstanding the prior paragraph, any action required or permitted to be taken at any meeting of the Commission may be taken without a meeting, if all Commissioners consent thereto in writing, setting forth the action so taken, and the writing or writings are filed with the minutes of proceedings. Such consent shall have the same force and effect as a unanimous vote of the Commission.
- 3.7. **Quorum.** A majority of the current membership of the Commission shall constitute a quorum at a meeting of the Commission. At a meeting of the Commission, official business may only be conducted with a quorum. If a quorum shall not be present at any meeting of the Commission, the Commissioners present may receive information about Commission business, and may deliberate future action, but shall take no action. If a quorum shall not be present at any regular meeting of the Commission, the presiding officer may nevertheless call the meeting to order and recess the meeting from time to time, without notice other than announcement at the meeting, until a quorum may be present.
- 3.8. **Voting.** A simple majority vote shall be required for passage of any official business.
- 3.9. **Rules of Order.** The conduct of all meetings of the Commission shall be governed by the most recent edition of Roberts Rules of Order, Newly Revised. Such rules of order shall be advisory in nature, and any action approved by the Commission in accordance with these by-laws shall be a valid, binding action of the Commission regardless of any procedural error in its approval.

Article 4
Officers

- 4.1. **Officers.** The officers of the Commission shall be a Chair and a Vice-Chair.
- 4.2. **Term of Office.** The term of office shall be one year. Officers shall be elected at the first regular meeting following October 1st of each calendar year and shall serve in such office until the first regular meeting following October 1st of the subsequent calendar year.
- 4.3. **Chair Duties.** The Chair shall serve only to preside at meetings of the Commission and to represent the Commission at ceremonial functions.
- 4.4. **Vice Chair Duties.** The Vice-Chair shall serve only to preside at meetings of the Commission, when the Chair is absent, and to represent the Commission at ceremonial functions when asked by the Chair.

Article 5
Committees

- 5.1. **Ad-Hoc Committees.** Standing or special committees may be appointed by the Chair on approval of the Commission from time to time to carry on the work of the Commission.

Article 6
Amendments

- 6.1. **Amendment.** These bylaws may be amended at any regular meeting a quorum being present by a majority vote, provided a copy of the amendment has been provided to each member at least one week before the meeting. Any such amendment shall be conditioned upon subsequent approval by the City Council.