

CITY OF VALLEY VIEW PARKS COMMISSION BOARD BYLAWS

ARTICLE

Name

As authorized by the Board of Aldermen, City of Valley View, this body shall be known as the Parks Commission

ARTICLE II

Meetings

Section 1. The regular meeting of the Parks Commission shall be held Quarterly at the City Hall Office, located at 101 S. Frontage Rd., Valley View, TX unless the Board determines otherwise. These meeting will take place the first Wednesday of each Quarterly month (January, April, July, and October).

Section 2. Special meetings may be called by the Chair or at the call of any two members of the Board, provided that notice thereof be given to all Board members.

Section 3. A majority of the members shall constitute a quorum at all meetings of the Board.

Section 4. All questions presented for a vote of the Parks Commission shall be decided by a simple majority of the quorum, including the vote of the Chair.

Section 5. Any member of the Board who misses three consecutive meetings without good cause shall be deemed to have resigned, and the Board will recommend to Board of Aldermen that a replacement be appointed for the balance of the unexpired term.

ARTICLE III

Officers

Section 1. The officers of the Board shall be a Chairperson, a Vice-Chairperson, a Secretary and two supporting members.

Section 2. Officers shall be appointed by the Board of Aldermen and take office at the first regular meeting after new Board members have been appointed and sworn in.

Section 3. Vacancies in office shall be handled as follows:

- (a) In the event of resignation or incapacity of the Chair, the Vice-Chair shall become the Chair for the unexpired portion of the term.
- (b) Vacancies in officers other than the Chair shall be filled for the unexpired term by appointment from the remaining Parks Commission Members and approval by Board of Aldermen.

Section 4. Duties of the officers shall be as follows:

- (a) Chair:
 - (i) Preside at all meetings
 - (ii) Represent the Parks Commission at public functions.
 - (iii) Appoint special committees.
 - (iv) Assist City support staff in establishing the agenda for each meeting.
Agenda items can be requested by the Chair at least one week prior to the scheduled meeting. Agenda items requested by any single Board Member will need

to be submitted and approved by the Chair first prior to being submitted to the staff liaison. Any two Board Members (not including the Chair) can submit an item to the staff liaison to be placed on the Board Agenda at least one week prior to the scheduled meeting. Agenda items submitted must be made in writing to the staff liaison. (Keep in mind that staff will need sufficient time to properly research agenda items before they are placed on an agenda.)

(b) Vice-Chair:

(i) Assist the Chair in directing the affairs of the Board and act in the Chair's absence.

(c) Secretary:

(i) The officer will be responsible for recording and maintaining the minutes.

(ii) Assist Chair and Staff Liaison with producing the agenda and distributing the agenda and minutes to the Parks Commission. An official record of attendance should be kept in the minutes.

ARTICLE IV Committees

Section 1. Committees may be appointed for special purposes by the Chair and with the consent of the majority of the Board. All committees will have at least one Parks Commission Board member serving on them. These committees are automatically dissolved upon completion of assignment.

Section 2. Progress reports will be given at each Board Meeting and a final report on completion of assignments.

ARTICLE V Powers and Duties of Board Members

Section 1. Board Members shall:

(a) Be appointed by the Board of Aldermen.

(b) Act in an advisory capacity to the Board of Alderman regarding matters pertaining to parks and recreation facilities of the City.

(c) Abide by applicable ordinances of the City of Valley View.