



# Yamhill County Parks

*Unique natural, cultural, and historic places where people can enjoy outdoor recreation and educational activities.*

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## Inter-Office Memorandum

Date: September 3, 2015

To: Laura Tschabold, County Administrator; Commissioner Stan Primozych, Parks Liaison

From: Brett Henry, Parks Division Manager

Subject: Yamhill County Parks & Recreation Advisory Board Bylaw Revisions

Attachments (2): Current PRB Bylaws B.O. 93-767; Summary of Proposed Changes to Current Bylaws

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The Yamhill County Parks and Recreation Advisory Board (PRB) is requesting permission to adopt their summary of proposed changes to the current bylaws. The revision will update the current bylaws that date back to 1996. These changes reflect the current status of the relationship between the County (Parks Staff & Board of Commissioners) and the PRB.

The revisions were unanimously approved by the PRB on July 30, 2015 and require Board of Commissioners approval. If you have any questions, please call me at (4520).

93-767

NOV 27 1996

YAMHILL COUNTY PARK AND RECREATION BOARD

BYLAWS

ARTICLE 1. NAME

The organization shall be recognized as the Yamhill County Park and Recreation Board ("the Board").

ARTICLE 2. AUTHORITY

The Board shall function as the primary advisory body to the Board of County Commissioners ("Commissioners") on topics and subject matter directly related to the county park system.

ARTICLE 3. STATEMENT OF PURPOSE

1. Purpose

A. The Board shall strive to function as a forum for discussion of subject matters relevant to the county parks and for dissemination of information among other Board members, the Commissioners, the park staff and the general public.

B. The Board will address issues pertaining to park maintenance, improvements, restoration projects, environmental concerns, identification, awareness, preservation, and enhancement of unique biological and historical qualities.

2. Areas of Recommendation

A. The Board shall advise and make recommendations to the Commissioners regarding management of county parks, e.g., specific use designations, fee structures, public use guidelines, general rules applicable to individual parks, budget items, project funding, maintenance of park staffing, grant writing, park maintenance budgets, masterplanning, grants, special projects, and events. The Board will strive to include, to the greatest extent possible, the use of all available resources, non-paid workers, and volunteers.

B. The Board will encourage, coordinate, and advise recognized public groups, individual volunteers, other government agencies or departments, etc., who provide service or labor to county parks within the function of this Board as advisory to the Commissioners.

I-1-A-1

B.O. 15-376

**ARTICLE 4.            MEMBERSHIP AND QUORUM**

1.    The Board

A. The Board shall consist of not less than seven nor more than eleven members, each appointed by the Commissioners.

B. Candidates seeking appointment to the Board shall be presented during one regularly scheduled Board meeting.

C. After said meeting, the Board shall forward a recommendation regarding the candidate(s) to the Commissioners for appointment consideration.

2.    Terms of Board Membership

A. Board members shall serve for a four year term from the time of appointment. a limit of two continuous terms may be served.

B. Recommendation for removal of a member of the Board and reasons of neglect or misconduct relating to normal and reasonable Board duties may be made to the Commissioners upon a majority vote of the Board.

C. Board members missing more than three regularly scheduled Board meetings or having more than one unexcused absence during any given one year period shall be subject to removal from the Board by the Commissioners. Absences shall be deemed unexcused when neither the chairperson nor vice-chairperson have been notified of the absence in advance of regularly scheduled meetings.

3.    Meetings

A. Board meetings will be conducted on the third Monday of each month, beginning at 7 p.m. at the Yamhill County Corrections Annex unless otherwise decided by a majority vote of the Board.

B. Board meetings may be rescheduled by the chairperson in the event of conflicting schedules.

C. Board meetings shall not exceed two hours in length, except by majority vote.

D. Special meetings, workshops, conferences, and tours may be scheduled in addition to regular monthly meetings, but attendance is not mandatory.

4. Quorum

A. The quorum for conducting official business shall be a majority of the Board.

B. A majority vote of any quorum present at a general business meeting is considered official action by the Board.

**ARTICLE 5. OFFICERS AND DUTIES**

1. The officers of the Board shall be a chairperson and vice-chairperson elected by the membership of the Board. Elections for new officers will be held one month prior to the expiration of the term of the old officer or upon any vacancy in office.

2. Terms of office shall be for two years with a limit of two terms. The board shall vote to retain the current chairperson and vice-chairperson or to select a new chairperson and vice-chairperson biannually at the May Board meeting. The Board shall recognize a fiscal calendar year beginning July 1 and ending June 30.

3. The chairperson shall establish the agenda and preside at all meetings of the Board. In the chairperson's absence, the vice-chairperson shall preside. Agenda for regularly scheduled board meetings shall be mailed to members, commissioners, and other designated recipients at least one week in advance of the scheduled meeting.

4. The chairperson may appoint and instruct subcommittees to carry out special tasks of importance to the Board.

5. A county staff person assigned by the Commissioners shall keep a record of all proceedings, send notices of all meetings, keep a record of all membership and attendance and conduct correspondence not specifically assigned to other members.

**ARTICLE 6. BOARD RELATIONSHIP TO FRIEND GROUPS**

1. A "Friends" group shall be defined as any non-profit organization whose purpose is to serve the interest and development of one or more county parks.

2. All activities of such groups that impact the management and maintenance of a park shall be reviewed and/or coordinated through the Board and park maintenance management.

3. Formal recognition of "Friends" groups (as noted in Article 6.B.) shall require endorsement by the Commissioners and this Board. The Board chairperson or chair-appointed Board member shall act as liaison, ex-officio of any such group.

4. The Board shall request that any such group provide the Board a copy of its minutes from any scheduled meeting.

**ARTICLE 7. PARLIAMENTARY AUTHORITY**

The most recently revised edition of Robert's Rules of Order shall govern the conduct of business of the Board, except as modified by these bylaws.

**ARTICLE 8. AMENDMENTS**

The Board may, at any time, recommend changes in these bylaws to the Commissioners. If the Commissioners propose to amend these bylaws, the proposal shall be referred to the Board for comment prior to amendment by the Commissioners. Authority to amend these bylaws is vested solely in the Commissioners.

**ARTICLE 9. PUBLIC MEETING LAWS**

The meeting of the Board and its subcommittees are subject to Oregon Public Meeting Laws and shall be conducted in accordance with these laws.

These bylaws were approved by the YAMHILL COUNTY PARK AND RECREATION BOARD on the 18<sup>th</sup> day of October, 1993.

These bylaws were adopted by the YAMHILL COUNTY BOARD OF COMMISSIONERS on the 27<sup>th</sup> day of October, 1993.

cc\pw\prklaw.wmm

*Amendments*  
Accepted by Yamhill County  
Board of Commissioners on  
4-26-95 by Board Order  
# 95-236.

Accepted by Yamhill County  
Board of Commissioners on  
10-27-93 by Board Order  
# 93-767.

## Yamhill County Parks and Recreation Board Bylaws

### Summary of Changes Proposed to Current Bylaws (adopted 1993, amended 1995)

Article 3, Section 1, Item B is eliminated.

Article 4, Section 2, Item A is amended by deleting the second sentence and inserting a substitute sentence.

Article 4, Section 2, Item C is amended by adding the word "annually" to the first sentence, and by adding the term, "Parks Division Manager" in the second sentence

Article 4, Section 3, Item A is amended by deleting "beginning at 7:30 p.m."

Article 5, Section 3 is amended by deleting "establish the agenda and" in the first sentence, and changing "mailed" to "sent" in the third sentence.

Article 5, Section 5 is amended by adding the word "Board" before the word "membership", and changing the word "other" to "Board" at the end.

Article 6, Section 1 is revised. [Note to the Board: I had to complete the sentence since finishing it was not discussed by the Board.]

Article 6 Section 2 is amended by deleting the first word, "All", and by replacing "maintenance management" with "staff".

Article 6 Section 3 is amended by deleting the first sentence and modifying the second sentence to eliminate two references to the chair.

Article 6 Section 4 is amended by replacing "shall" with "may".

#### **Article 1. Name**

The organization shall be recognized as the Yamhill County Parks and Recreation Board ("the Board").

#### **Article 2. Authority**

The Board shall function as the primary advisory body to the Board of County Commissioners ("Commissioners") on topics and subject matter directly related to the county park system.

#### **Article 3. Statement of Purpose**

##### **1. Purpose**

The Board shall strive to function as a forum for discussion of subject matters relevant to the county parks and dissemination of information among other Board members, the Commissioners, parks staff, and the general public.

##### **2. Areas of Recommendations**

A. The Board shall advise and make recommendations to the Commissioners regarding management of county parks, e.g., specific use designations, fee structures, public use guidelines, general rules applicable to individual parks, budget items, project funding,

maintenance of park staffing, grant writing, park maintenance budgets, masterplanning, grants, special projects, and events. The Board will strive to include, to the greatest extent possible, the use of all available resources, non-paid workers, and volunteers.

B. The Board will encourage, coordinate, and advise recognized public groups, individual volunteers, other government agencies or departments, etc., who provide service or labor to county parks within the function of this Board as advisory to the Commissioners.

#### **Article 4. Membership and Quorum**

##### **1. The Board**

A. The Board shall consist of not less than seven nor more than eleven members.

B. Candidates seeking appointment to the Board shall be present during one regularly scheduled Board meeting.

C. After said meeting, the Board shall forward a recommendation regarding the candidate(s) to the Commissioners for appointment consideration.

##### **2. Terms of Board Membership**

A. Board members shall serve for a four year term from the time of appointment. Board members may serve additional four year terms upon approval of the Board of Commissioners.

B. Recommendation for removal of a member of the Board and reasons of neglect or misconduct relating to normal and reasonable Board duties may be made to the Commissioners upon majority vote of the Board.

C. Board members missing more than three regularly scheduled Board meetings annually or having more than one unexcused absence during any given one year period shall be subject to removal from the Board by the Commissioners. Absences shall be deemed unexcused when neither the chairperson, vice-chairperson, nor Parks Division Manager have been notified of the absence in advance of regularly scheduled meetings.

##### **3. Meetings**

A. Board meetings will be conducted on the third Monday of each month at the Yamhill County Corrections Annex unless otherwise decided by a majority vote of the Board.

B. Board meetings may be rescheduled by the chairperson in the event of conflicting schedules.

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**Article 5. Officers and Duties**

1. The officers of the Board shall be a chairperson and vice-chairperson elected by the membership of the Board. Elections for new officers will be held one month prior to the expiration of the term of the old officer or upon any vacancy in office.

2. Terms of office shall be for two years with a limit of two terms. The Board shall vote to retain the current chairperson and vice-chairperson or to select a new chairperson and vice-chairperson biannually at the May Board meeting. The Board shall recognize a fiscal calendar year beginning July 1 and ending June 30.

3. The chairperson shall preside at all meetings of the Board. In the chairperson's absence, the vice-chairperson shall preside. Agenda for regularly scheduled board meetings shall be sent to members, Commissioners, and other designated recipients at least one week in advance of the scheduled meeting.

4. The chairperson may appoint and instruct subcommittees to carry out special tasks of importance to the Board.

5. A county staff person assigned by the Commissioners shall keep a record of all proceedings, send notices of all meetings, keep a record of all Board membership and attendance and conduct correspondence not specifically assigned to Board members.

**Article 6. Board Relationship to Friends Groups**

1. Any active non-profit organization whose purpose is to serve the interest and development of one or more county parks may be recognized by the Board as Friends group.

2. Activities of such groups that impact the management and maintenance of a park shall be reviewed and/or coordinated through the Board and parks staff.

3. The Board shall appoint a member to act as liaison, ex-officio, of any such group.
4. The Board may request that any such group provide the Board a copy of its minutes from any scheduled meeting.

**Article 7. Parliamentary Authority**

The most recently revised edition of "Robert's Rules of Order" shall govern the conduct of business of the Board, except as modified by these bylaws.

**Article 8. Amendments**

The Board may, at any time, recommend changes or additions to these bylaws to the Commissioners. If the Commissioners propose to amend these bylaws, the proposal shall be referred to the Board for comment prior to amendment by the Commissioners. Authority to amend these bylaws is vested solely in the Commissioners.

**Article 9. Public Meeting Laws**

The meeting of the Board and its subcommittees are subject to Oregon Public Meeting Laws and shall be conducted in accordance with these laws.

These bylaws were approved unanimously by the Yamhill County Parks and Recreation Board on the 30th day of July, 2015.

These bylaws were adopted by the Yamhill County Board of Commissioners on the 10 day of September, 2015.

Accepted by Yamhill County  
Board of Commissioners on  
9.10.15 by Board Order  
# 15-370