



**Work Session Agenda  
Raymore Parks and Recreation Board**

**Tuesday, October 23, 2018  
6:00PM**

**Executive Conference Room  
City Hall  
100 Municipal Circle  
Raymore, Missouri 64083**

**1. Parks & Recreation Bylaws**

- a. *Attendance Requirements:* A discussion of current Park Board Bylaws attendance requirements in comparison to the 2017 changes in the City Charter Section 3.7 regarding City Council attendance requirements.
- b. Park Board Member Sub-Committees

**2. T.B. Hanna Project Update**

**3. Adjournment**



# **BY-LAWS**

## **PARKS AND RECREATION BOARD**

### **CITY OF RAYMORE, MISSOURI**

#### **ARTICLE I. NAME**

The name of this body is Raymore Parks and Recreation Board (the Board).

#### **ARTICLE II. PURPOSE**

The purpose for which the Board is organized is to act as an administrative board for the Mayor and the City Council. The Board carries the primary responsibility for the improvement, care, custody and control of the City's parks and recreation facilities and City park funds. Its duties shall include:

1. To supervise the City's park and recreation programs and the expenditure of budgeted funds for said programs.
2. To provide long range plans for the City's parks and recreation program.
3. To purchase or otherwise secure ground to be used for such park and recreation facilities as is deemed necessary, in accordance with City and State law.
4. To work with local groups and organizations, with the local school district, and with governmental agencies to advance the City's parks and recreational planning and programming, to coordinate recreational programs, and to alleviate unnecessary duplication of programs and facilities.
5. To seek input from the public regarding the City's parks and recreation programs, and interpret the policies and functions of the Board.
6. To encourage individuals, groups and organizations to donate money, property and manpower for the development, operation and improvement of the City's parks and recreation facilities.
7. To provide appropriate recognition to individuals, groups and organizations for contributions to the City's parks and recreation programs.
8. To appoint a suitable person, and the necessary assistants for that person, to take care of the City's parks and to fix their compensation, and to remove any of such appointees if the Board deems necessary.
9. To make recommendations to the City Council about the following:
  - a. policy formation, programming, legislation and use of park and recreation facilities and areas;

- b. effectiveness of the parks and recreation programs or facilities, including annual budgetary recommendations;
- c. rules and regulations (including any fees and charges) governing the conduct of persons and the use of all City park and recreational areas and facilities; and
- d. organization and implementation of a City-wide recreational program for all age groups.

### **ARTICLE III. ANNUAL REPORT**

#### Section 1. Annual Report

On or before the second Monday in June of each year, the Park Board shall make an annual report to the City Council stating: (i) the condition as of the first day of May of that year of the park's properties and such other real and personal property as shall be from time to time entrusted to the Park Board; (ii) the various sums of money received from the park fund and other sources; (iii) the amount and purposes of expenditures from the park fund and other sources; and (iv) such other statistics, information and suggestions as the Board may deem of interest.

### **ARTICLE IV. BOARD**

#### Section 1. Number and Qualifications

The Parks and Recreation Board shall consist of nine persons appointed by the Mayor with the approval of the City Council. Each member of the Board of Directors must be a resident of the City. No employee of the City and no elected or appointed official of the City shall be a member of the Board of Directors.

If practicable, each ward shall have at least two persons on the Board. In order to aid the Mayor in selecting persons for appointment to the Board, the Council members from a ward with a vacancy may jointly submit a list of up to three names from which the Mayor may make the final selection. The ninth member of the Board may be selected by the Mayor from names submitted to the Mayor by the Council members or from the citizens at large.

#### Section 2. Term of Office

Each member of the Board of Directors shall hold office for a term of three years and until his or her successor is appointed. Full terms of office shall commence on June 1 and shall be staggered so that approximately one-third of the members of the Board of Directors' terms shall commence each year.

#### Section 3. Compensation

Member of the Board of Directors shall not receive any salary or compensation for their services. They may, however, be reimbursed for out-of-pocket expenses incurred in accordance with established City policies.

#### Section 4. Resignation

A member of the Board of Directors may resign at any time by giving written notice of his/her resignation to the Mayor or the City Council.

#### Section 5. Removal

A member of the Board of Directors who is absent from three consecutive regular meetings of the Board or six regular meetings of the Board in a period of one year shall automatically forfeit his/her position on the Board. All one-year periods shall be defined as any twelve (12) month

period of time. The Mayor may, with consent of the City Council, remove a member of the Board of Directors for misconduct or neglect of duty.

#### Section 6. Vacancies

Vacancies on the Board shall be filled by the Mayor with the consent of the City Council. A person appointed to fill a vacancy shall serve for the unexpired portion of his/her predecessor's term.

### **ARTICLE V. MEETINGS**

#### Section 1. Meetings

Meetings of the Board and notices thereof shall conform to the requirements of Section 610.010 et seq. R.S.Mo (the open meeting law). Any member of the public who wants to address the Board at any meeting shall deliver to City Hall a completed Agenda Item Form at least four days prior to the meeting. At the discretion of the Park Board Chairman, a presentation or request may be allowed without prior written request. The Board shall keep written minutes of its meetings and distribute copies of those minutes to the City Manager and the City Council.

#### Section 2. Regular meetings

Regular meetings of the Board shall be held at such place and time within the City as the Board may from time to time designate. In the absence of any such designation, the regular meetings of the Board shall be held at the city's principal offices at 7:00 p.m. on the fourth Tuesday of each month.

#### Section 3. Special meetings

A special meeting of the Board may be called at any time by the Mayor, by the Chairman, or by five or more members of the Board of Directors, upon giving three day's notice, either personally or by mail.

Notice of any special meetings must be publicly posted at least twenty-four (24) hours in advance of the meeting. The Parks Director shall be given three (3) days notice of a special meeting and the Parks Director must notify all of the members of the Board of Directors of the special meeting.

#### Section 4. Quorum

At all meetings of the Board, a majority of the whole Board shall constitute a quorum for the transaction of business. If a quorum is not present, no business may be transacted; however, a work session may be held at the discretion of the members of the Board of Directors who are present. No official action may be taken at a work session.

#### Section 5. Voting

The act of a majority of the members of the Board of Directors present at any meeting at which there is a quorum to conduct business shall be the act of the Board.

When there is a reported or contended conflict of interest, the member of the Board of Directors shall refrain from voting, declaring the basis for his abstention. The abstention shall not be considered either a yes or no vote, and therefore shall be ignored in the counting of votes.

#### Section 5. Work Sessions

In addition to work sessions held pursuant to Section 4 above, work sessions may be scheduled from time to time by the Chairman or by five or more members of the Board of Directors upon giving of proper notice. No official action may be taken at a work session.

## **ARTICLE VI. OFFICERS**

### Section 1. Officers

At its first meeting after June 1 of each year, the Board shall elect, from among the members of the Board of Directors, a Chairman and a Vice-chairman and such other officers as the Board deems necessary and proper.

### Section 2. Chairman

The Chairman shall preside at all meetings of the Board and represent the Board at all meetings with other groups or organizations. The Chairman shall, on behalf of the Board, make the annual report required by Article III of these Bylaws. The Chairman shall also from time to time communicate with the Mayor and City Council on the status of the City's parks and recreation programs. The Chairman shall also from time to time communicate with the local civic groups and organizations that use or contribute to the City's parks and recreation programs. In addition, the Chairman shall perform such other duties as are necessary incident to the office of Chairman.

### Section 3. Vice-chairman

The Vice-chairman shall act in the capacity of the Chairman in the event of the Chairman's absence, disability or death and shall perform such other specific duties as may be assigned to him/her by the Chairman or the Board.

## **ARTICLE VII. COMMITTEES**

The Board may from time to time establish such committees as it deems necessary or appropriate, with such powers and duties as the Board designates. The chairman of each committee, who shall be a member of the Board of Directors, and the members of the committee shall be appointed by the Chairman with the approval of the Board. A majority of the members of any committee established pursuant to this section shall constitute a quorum for the transaction of business at any meeting of that committee.

Notice of any committee meeting must be publicly posted at least twenty-four (24) hours in advance of said meeting.

A committee shall not have the power to implement any policy or expend any funds but shall submit its findings and recommendations to the Board for the Board's consideration.

## **ARTICLE VIII. GENERAL**

### Section 1. Fiscal Year

The fiscal year of the Board shall be the same as that established from time to time for the City.

### Section 2. Amendments

The Board may amend these bylaws from time to time as it deems necessary, provided such amendments are not inconsistent with the Revised Statutes of Missouri, the City Charter, or the City Code.

## SECTION 3.7: - VACANCIES—FORFEITURE OF OFFICE—FILLING OF VACANCIES

- (a) *Vacancies.* The office of a Councilmember shall become vacant upon the Councilmember's death, resignation, recall or removal from office in any manner authorized by this Charter or by law, or upon forfeiture of the office.
- (b) *Of Office.* A Councilmember shall forfeit his/her office and the Council shall, after procedures set forth in Section 3.8, declare their seat vacant if the Councilmember:
- (1) Any time during the term of office lacks any qualification for the office prescribed by this Charter or by law,
  - (2) Violates any prohibition as provided in Section 3.6,
  - (3) Is convicted of a felony,
  - (4) Fails to pay, by its original due date without valid reason, any valid tax or assessment that is owed to the City, or
  - (5) Fails to attend three (3) consecutive regular meetings of the Council or more than twenty-five percent (25%) of the Council's regular meetings or work sessions during any twelve (12) month period without being excused by the Council, or
  - (6) Violates terms and provisions of the Code of Conduct for Elected Officials as contained in the Raymore City Code.
- (c) *Filling Of Vacancies.* The Council by a majority vote of all its remaining members shall appoint a qualified person to fill a vacancy until the next regular municipal election as established by the Missouri election calendar in accordance with State law, for which timely notice may be given, when a person will be elected by qualified voters to serve the remainder of the unexpired term.

(Ord. No. 2017-078, Questions 4, 11-27-17)

**Cross reference—** As to procedure for filling vacancies, see §110.145 of this Code.