

Yamhill County Park and Recreation Advisory Board
Proposed Bylaws
Changes to B.O. 21-324 of 8/5/21

ARTICLE 1. NAME

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

ARTICLE 2. AUTHORITY

The Board shall function as the primary advisory body to the Board of County Commissioners (hereinafter the "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 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, master planning, 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 thirteen members.

B. The Parks Division Manager must inform the Board of Commissioners' office of any vacancy that has occurred or is expected to occur, not less than one month before the expected vacancy occurs, if possible, so as to allow time for posting such vacancy and recruitment.

C. Application forms provided by the county will be completed by any county resident interested in a Board vacancy, and shall be submitted to Commissioners' office. Any applications received shall be distributed to all Board members for review.

D. Applicants shall be invited to attend a regularly scheduled Board meeting. Following the meeting, a non-public interview of the applicant will be conducted by the Board.

E. After the interview, the Board shall vote on the suitability of all candidate(s) and shall forward its recommendation(s) for or against appointment of any candidate(s) interviewed to the Commissioners.

2. Purpose and 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 Commissioners.

B. Board membership requires a minimum level of participation and responsibility in order to be effective in accomplishing the Board's purposes and responsibilities, as follows:

(1) Board members missing more than three regularly scheduled monthly Board meetings during any given one-year period shall be considered unable to meet the basic minimum Board member participation requirement, and their continued membership shall be reviewed by the Board officers for possible removal. A recommendation for removal will be provided to the entire Board, when warranted. By a majority vote of the Board favoring removal, such a recommendation shall then be submitted to the Commissioners for their consideration.

(2) Board members having more than one unexcused absence for regularly scheduled monthly Board meetings during any given one-year period shall be considered unable to meet basic Board member responsibilities, and their continued membership shall be reviewed by the Board officers or possible removal. An absence shall be considered unexcused when neither the Board chairperson, vice-chairperson, nor the Parks Division Manager have been notified of the member's absence in advance of a regularly scheduled monthly meeting. A recommendation for removal will be provided to the entire Board, when warranted. By a majority vote of the Board favoring removal, such a recommendation shall then be submitted to the Commissioners for their consideration.

C. Neglect or misconduct relating to normal and reasonable Board duties may also be considered by the Board as cause for possible membership removal. By a majority vote of the Board favoring removal, a recommendation shall then be submitted to the Commissioners for their consideration.

D. Board members may participate in Board meetings via conference phone or virtually by making prior arrangements with the Parks Division Manager.

E. Board members planning to be absent from any regularly scheduled Board meeting are encouraged to designate a proxy for themselves, who is authorized to vote on any item requiring

a vote at that Board meeting. Designation of a Board member's proxy should be included in the notice of planned absence to the chairperson, vice-chairperson or Parks Division Manager.

3. Meetings

A. Board meetings will be conducted on the third Wednesday of each month at the county Public Works Office unless otherwise decided by a majority vote of the Board, made in advance and publicly announced.

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 of the Board.

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 the majority of the Board, including any proxies designated by those members not present.

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

ARTICLE 5. OFFICERS AND DUTIES

A. The officers of the Board shall be a chairperson, vice-chairperson, and secretary elected by the membership of the Board. The Board shall vote to retain each current officer or elect any new officer annually at the May Board meeting, or upon any vacancy in office.

B. The Board shall recognize a fiscal calendar year beginning July 1 and ending June 30.

C. The chairperson shall preside at all meetings of the Board. In the chairperson's absence, the vice-chairperson shall preside. Should both the chairperson and vice-chairperson plan to be absent, at least two Board officers, in consultation with the Parks Division Manager, shall select another Board member to preside in advance of the Board meeting.

D. The secretary shall record the business conducted at each Board meeting, as well as conduct Board correspondence not specifically assigned to specific Board members.. Should the secretary be absent, the presiding officer selected for the Board meeting shall either ask another member to record the business conducted and actions taken, or do so oneself.

E. All meeting minutes shall be reviewed, amended as needed, and approved by a majority of the Board at the next regularly scheduled Board meeting. Board member attendance or absence shall be recorded in these minutes.

F. Agendas for regularly scheduled Board meetings shall be developed jointly by the Parks Division Manager and Board officers, and shall be sent to Board members, Commissioners, and other designated recipients by the planned presiding Board officer, or the Parks Division Manager, at least one full business day in advance of the scheduled meeting. More desirably, releasing the planned agenda should be done one week in advance of the regularly scheduled Board meeting so that it can be publicly posted on the county website in a timely manner.

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

ARTICLE 6. BOARD RELATIONSHIP TO FRIENDS GROUPS

A. 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.

B. 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.

C. The Board shall appoint a member to act as liaison, ex-officio, of any such group.

D. 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 meetings 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 Advisory Board on the June 18, 2024.

These bylaws were adopted by the Yamhill County Board of Commissioners on X day of month, year.

Accepted by Yamhill County
Board of Commissioners on
08/08/2024 by Board Order
24-251