

YAMHILL COUNTY PARK AND RECREATION
ADVISORY BOARD

BYLAWS

ARTICLE 1. NAME

The organization shall be recognized as the Yamhill County Park and Recreation Advisory 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 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. 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 County Public Works Office 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 the 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, 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.

2. 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. The secretary shall record the business conducted at each Board meeting.
4. Agendas for regularly scheduled Board meetings shall be developed jointly by the County Parks Staff and Board, and shall be sent to members, Commissioners, and other designated recipients by the Parks Staff at least one full business day in advance of the scheduled meeting.
5. The chairperson may appoint and instruct subcommittees to carry out special tasks of importance to the Board.
6. 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 Advisory Board on the 19th day of July 2021.

These bylaws were adopted by the Yamhill County Board of Commissioners on the 5th day of August 2021.