

**BYLAWS OF THE WEST UNIVERSITY PLACE PARKS AND RECREATION BOARD  
AS ADOPTED JULY 5, 2006 AND AMENDED SEPTEMBER 4, 2019**

**ARTICLE I - GENERAL**

- A. This body shall be known as the Parks and Recreation Board (the “Board”), as created and established by the City of West University Place Code of Ordinances in Article II, Section 58-23
- B. The Board shall consist of eleven (11) members. City Council shall appoint ten (10) members. The Friends of West University Place Parks Fund, Inc. (“the Friends”) shall appoint one (1) member. City Council may choose to select their ten appointees to represent certain subpopulations within the City, such as certain age groups or residents of the various geographical and jurisdictional areas with the City.
- C. Board members shall serve terms of two (2) years each, with members serving until their successors are appointed and qualified.
- D. Members shall serve without compensation and shall be prohibited from accepting remuneration from any person in connection with their services on the Board.
- E. City Council may appoint a City Council member to serve as an ex-officio member.

**ARTICLE II - OFFICERS AND COMMITTEES**

- A. City Council shall select a Chair from the members of the Board. The Chair and shall hold office for the term designated for the member’s position under Section I.C., or until his or her successor shall be selected. If a Chair resigns or is removed during a term, City Council shall designate another member of the Board to serve in that capacity for the remainder of the term of that member’s position.
- B. Members of the Board shall elect a Vice-Chair and Secretary from the members of the Board. The Vice-Chair and Secretary shall hold office for the term designated for the member’s position under Section I.C., or until his or her successor shall be selected.
- C. Duties of officers shall be as follows:
  - 1. Chair: The Chair shall preside at all meetings, shall appoint standing committee members and shall perform such other duties as usually pertain to that office or as may be instructed by the Board.
  - 2. Vice-Chair: It shall be the duty of the Vice-Chair to perform the duties of the Chair in his or her absence.
  - 3. Secretary: The Secretary shall keep minutes of each meeting and handle correspondence as required by the Chair or Board.
- D. Committees shall be created, appointed and dissolved by the Chair as required, provided that:
  - 1. The Chair shall provide advance notice to the Board of any such proposed

committee and committee appointments; and

2. Committee appointments shall be subject to the approval of the Board if requested by one or more members of the Board.

Membership of such committees shall have at least one Board member and other members as appointed by the Chair or Board. No committee may act on behalf of the City or Board without expressed approval of the City Council or Board.

### ARTICLE III - AGENDA

- A. Board members and individual citizens may request to have an item placed on the agenda. The deadline for submission of agenda items for Board meetings shall be no later than noon on Monday of the week prior to the Board meeting. The request for inclusion on the agenda shall include an appropriate statement of the agenda item, and all appropriate documentation and support material for the item to be considered. This information must be delivered to the Chair or the Director of the Parks and Recreation Department (the "Director"), or to one of their designees, by the deadline. At the reasonable discretion of the Chair, the agenda will include the agenda item so requested; provided that a requested agenda item must be included on the agenda if requested by two or more Board members.
- B. The date, time, place and agenda for all Board meetings shall be posted in a manner consistent with current City practices for posting official notices of meetings. Notices of meetings shall be posted at least 72 hours preceding the meetings. Cancellations shall likewise be posted as soon as practicable.

### ARTICLE IV - MEETINGS

- A. Regular business meetings of the Board shall be held the first Wednesday of the month at the time designated by the Board or, alternatively, the Chair if the Board does not designate a regular time. The meeting schedule is subject to change by the Board.
- B. Special meetings of the Board shall be convened at appropriate times as may be considered necessary by the Board or Chair for the proper performance of the Board's responsibilities.
- C. All meetings are open to the public.
- D. Six (6) members of the Board shall constitute a quorum for all meetings. If vacancies exist on the Board, a majority of the members qualified and serving shall satisfy the quorum requirement for the transaction of business. City Council will be notified whenever a quorum is not present at a meeting.
- E. All meetings of the Board shall be presided over by the Chair or Vice- Chair when the Chair is absent. The Secretary shall record, or cause to be recorded, accurate and complete minutes of all business proceedings. Meetings may, but are not required to, be conducted with parliamentary procedure and Robert's Rules of Order.
- F. The Director or his or her designee should be in attendance at Board meetings. The Director should participate in meetings to provide staff assistance, reports and recommendations.

- G. Any ex-officio City Council member should be in attendance at Board meetings. The ex-officio member should participate in meetings to provide recommendations and a City Council perspective.
- H. The customary order of business and procedure at meetings of the Board, subject to change at the discretion of the Board, shall be:
  - 1. Call to Order;
  - 2. Review and Approval of Minutes of Previous Meeting;
  - 3. Citizen's Comments;
  - 4. Friends Board Report;
  - 5. Board Member Updates;
  - 6. Staff and City Council Reports;
  - 7. Old Business;
  - 8. New Business; and
  - 9. Adjournment.
- I. Actions by the Board shall be by resolution or motion carried by the affirmative votes of not less than a majority of the Board present.

#### ARTICLE V - DUTIES OF BOARD MEMBERS

- A. The Board will have as its duties any specific duties spelled out in the Code of Ordinances of the City of West University Place, Texas.
- B. The Board shall serve in an advisory capacity to the Parks and Recreation Department and to the City Council regarding policy matters pertaining to City parks and recreation, but will be responsible to the City Council. The Board shall have the following specific purposes:
  - 1. To undertake specific tasks assigned by City Council, as recorded in City Council meeting minutes, and conveyed to the Chair or, in his absence, the Vice-Chair;
  - 2. To review and make advisory recommendations to the Parks and Recreation Department on proposed park/recreation programs, additions and improvements;
  - 3. To keep up with developments in the field of parks and recreation;
  - 4. To promote and stimulate public interest in parks and recreational programs, including acting as a conduit for the City's residents' suggestions and criticisms, and representing the Board at official occasions;
  - 5. To assist the Director in soliciting the cooperation of public and private agencies that may have a direct or indirect involvement in parks and recreation;
  - 6. To review and make advisory recommendations to the Parks and Recreation Department on changes, modifications and amendments to parks and recreation policies, practices, and facilities of the City;
  - 7. To identify sources of funding for the implementation of parks and recreation projects and

plans, including, but not limited to the Friends, development fees or City funds targeted for City parks, property, solicitations, funds, gifts, and bequests.

- C. Other functions and duties of the Board members, at City Council's discretion, shall be:
1. To acquaint themselves with and make a continuous study and inspection of the complete parks and recreation system, including, if necessary, the assignment to a Board member of a specific park or recreational facility;
  2. To acquire and maintain a comprehensive master plan and other studies for parks and recreation for the development of parks, facilities and recreation programs;
  3. To conduct a periodic review and update of any existing parks master plan;
  4. To conduct a periodic review and update of available land for the acquisition of additional City park space;
  5. To provide reports as needed to the City Council; and
  6. To perform such other duties as the City Council may prescribe.
- D. It shall be the duty and-obligation of Board members to attend meetings of the Board. Absences will be recorded in the minutes of each meeting. Because the functions of the Board require active participation of all members, excessive absences of any member may be considered an inability of that person to fulfill the duties with which he or she has been charged. Three (3) consecutive absences not due to family, health or business emergencies, or cumulative absences exceeding one-third of scheduled Board meetings over the course of one (1) year may, at the discretion of the Chair or a majority of the Board, be reported to the City Council for its consideration of that member's dismissal from the Board.

#### ARTICLE VI - THE RELATIONSHIP BETWEEN THE BOARD AND PARK FRIENDS

- A. The Board shall coordinate its activities with the fundraising activities of Friends.
- B. The Board will provide input and recommendations to Friends regarding utilization of funds raised by Friends for City parks, property, and facilities. The Board acknowledges that such input and recommendations are not binding on Friends.