

CITY OF MERIDIAN

RESOLUTION NO. 11-790

BY THE CITY COUNCIL:

BIRD, HOAGLUN, ROUNTREE, ZAREMBA

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF MERIDIAN APPROVING THE BYLAWS OF THE MERIDIAN PARKS AND RECREATION COMMISSION AS AMENDED ON MAY 11, 2011, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Meridian City Code § 2-2-4(B), at its regular meeting on May 11, 2011, the Meridian Parks and Recreation Commission voted unanimously to recommend to City Council that it approve the "Bylaws of the Meridian Parks and Recreation Commission as Amended on May 11, 2011," attached hereto as *Exhibit A*;

WHEREAS, the City Council of the City of Meridian deems the approval of such bylaws to be in the best interest of the City of Meridian in that they facilitate the efficient operation of the Meridian Parks and Recreation Commission;

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MERIDIAN CITY, IDAHO:

Section 1. That the City Council of the City of Meridian approve the initial Bylaws of the Meridian Parks and Recreation Commission attached hereto as *Exhibit A*.

Section 2. That this Resolution shall be in full force and effect immediately upon its adoption and approval.

ADOPTED by the City Council of the City of Meridian, Idaho, this 7th day of June, 2011.

APPROVED by the Mayor of the City of Meridian, Idaho, this 7th day of June, 2011.

APPROVED:

 ACTING MAYOR
Mayor Tammy de Weerd

ATTEST:

By: 
Jaycee Holman, City Clerk



EXHIBIT A

BYLAWS OF THE MERIDIAN PARKS AND RECREATION COMMISSION
AS AMENDED ON MAY 11, 2011

**BYLAWS of the MERIDIAN PARKS AND RECREATION COMMISSION
AS AMENDED on May 11, 2011**

WHEREAS, Meridian City Code section 2-2-4(B) directs the Meridian Parks and Recreation Commission to adopt bylaws, rules and regulations for the proper conduct of the business of the commission;

WHEREAS, on April 18, 2006, the City Council of the City of Meridian adopted Ordinance no. 06-514, which effectuated the previous iteration of the Bylaws of the Meridian Parks and Recreation Commission;

WHEREAS, at its regular meeting on May 11, 2011, the Meridian Parks and Recreation Commission voted to recommend that the Commission's bylaws be amended and updated as set forth herein;

NOW, THEREFORE, the Meridian Parks and Recreation Commission hereby establishes and adopts the following bylaws.

ARTICLE I: INTENT

The intent in preparing and adopting these bylaws is to provide a framework for conducting the business of the Meridian Parks and Recreation Commission (hereinafter "Commission"). The duties and powers of the Commission shall be as enumerated in Title 2, Chapter 2, Meridian City Code.

ARTICLE II: OFFICE

The principal location of the Commission shall be at Meridian City Hall, Meridian Parks and Recreation Department (hereinafter "Department"), 33 E. Broadway Avenue, Suite 206, Meridian, Idaho.

ARTICLE III: MEMBERSHIP

SECTION 1: TERMS OF OFFICE. In keeping with provisions of Meridian City Code regarding commissioners' terms of office, there are hereby designated nine membership seats on the Commission. Each seat shall have a term of three (3) years, except that the youth member shall be appointed to a term of one year, from September 1 through August 31. As established by Meridian City Council Resolution no. 06-514, the initial terms of the commissioners appointed to Seats 1 and 2 expired on October 31, 2007; all subsequent terms of commissioners appointed to Seats 1 and 2 shall expire every three (3) years thereafter. The initial terms of commissioners appointed to Seats 3, 4, and 5 expired on October 31, 2008; all subsequent terms of commissioners appointed to Seats 3, 4, and 5 shall expire every three (3) years thereafter. The initial terms of commissioners appointed to Seats 6, 7, and 8 expired on October 31, 2009; all subsequent terms of commissioners appointed to Seats 6, 7, and 8 shall expire every three (3) years thereafter. The commissioner appointed to Seat 9 shall be designated to represent Meridian's youth and shall serve a term of one (1) year, which term shall expire on August 31 of each year.

SECTION 2: COMMITTEES. The Commission President, with the Commission's approval, shall establish such committees as necessary or helpful to assist or advise the Commission in the performance of its functions and/or furtherance of its mission. Meetings of committees shall comply with the Idaho Open Meetings Act. Each committee shall consist of at least two (2) commissioners. Unless a committee chair is appointed by the Commission President, each committee shall elect a chair to preside at committee meetings and present the findings and/or recommendations of the committee to the Commission. With the Commission's approval, the Commission President or committee chair may appoint commissioners, citizens, and/or public officials to serve as members of committees.

SECTION 3: QUORUM. A majority of currently-appointed commissioners shall constitute a quorum for the transaction of any business of the Commission.

SECTION 4: VOTING. Each commissioner shall be entitled to one (1) vote on any matter before the Commission. Except as otherwise designated herein, the vote of the majority of the members present at any meeting at which a quorum is present shall effectuate any decision of the Commission. The Commission President shall be a voting member of the Commission and shall hold the same rights and privileges as any other commissioner. Proxy voting and secret voting are unlawful under the Idaho Open Meetings and Public Records laws and shall not be permitted.

SECTION 5: ATTENDANCE. Three (3) consecutive, unexcused absences of a commissioner from regular Commission meetings shall constitute such commissioner's notice of resignation. The President shall notify the Mayor of such notice of resignation for the Mayor's consideration. The President or Vice President may excuse a commissioner from attendance.

ARTICLE IV: MEETINGS

SECTION 1: NUMBER AND DATE OF REGULAR MEETINGS. According to the provisions of Meridian City Code, the Commission shall hold no fewer than nine (9) regular meetings during the calendar year. Unless otherwise specified, regular meetings of the Commission shall be held on the second Wednesday of each month at 6:00 p.m.

SECTION 2: SPECIAL MEETINGS. Special meetings may be convened by or at the direction of the President by complying with the notification and posting requirements of the Idaho Open Meetings Act and by notifying the Commission in the manner specified herein.

SECTION 3: PLACE OF MEETINGS. Unless otherwise specified, meetings of the Commission shall be held at Meridian City Hall, Meridian City Council Chambers, 33 E. Broadway, Meridian, Idaho.

SECTION 4: NOTICE OF MEETINGS. Unless otherwise prescribed by statute, the Department Director or designee shall provide commissioners with written notice of meetings, which notice shall state the date, hour, and location thereof, and shall further state the purpose of the meeting, business to be transacted, and/or agenda. The Department Director or designee shall issue notice to each and every commissioner not less than forty-eight (48) hours, nor more than thirty (30) days prior to the meeting. Notice may be issued by e-mail, U.S. Post, and/or personally, by or at the direction of the Commission President.

SECTION 5: CONDUCT OF MEETINGS. The Commission shall operate under the precepts of Robert's Rules of Order. Unless otherwise established by the Commission President in the manner set forth herein, the order of business for meetings of the Commission shall be as follows: 1) call to order; 2) roll call; 3) approval of the agenda; 4) approval of minutes of previous meeting; 5) committee meetings; 6) committee reports; 7) old business; 8) new business; 9) workshops; 10) staff reports; 11) announcement of next meeting; 12) adjournment. The agenda shall be followed strictly except upon a successful motion stating the reason for amendment and good faith reason the proposed agenda item was not included in the original agenda posting.

SECTION 6: AGENDA. The agenda for all meetings of the Commission shall be prepared by the Department Director or designee in consultation with the Commission President. Agenda items may be proposed to the Commission President by any commissioner or any member of the public and shall be placed on the agenda at the discretion of the Commission President, provided that adequate notice of such item has been provided as set forth herein and as required by law.

SECTION 7: PUBLIC APPEARANCES AND REQUESTS. Scheduling of appearances before or requests to the Commission shall be at the discretion of the Commission President. The President may set rules to maximize efficiency and productivity of meetings, including setting a time limit for presentations and/or comments to the Commission.

SECTION 8: MINUTES. Minutes and/or records of the business conducted at all meetings of the Commission or any committee thereof shall be kept by the Department Director or designee and shall be open for public inspection. The minutes of each meeting shall be forwarded to each commissioner prior to the regular meeting at which such minutes are subject to approval by the Commission.

ARTICLE V: OFFICERS

SECTION 1: DESIGNATION. According to the provisions of Meridian City Code, officers of the Commission shall include the Commission President and Commission Vice President. Other officers may be elected as necessary or desirable for the efficient administration of the Commission if a majority of the Commission so decides.

SECTION 2: TERM AND ELECTION. According to the provisions of Meridian City Code, election of officers shall be held at the December meeting of each year. The sitting vice president shall be automatically nominated for the office of president.

SECTION 3: VACANCY. A special election may be held at any time to fill a vacancy of office. An officer who fails or refuses to fulfill the duties of his or her office may be removed from the office by a two-thirds (2/3) majority vote of the full Commission at a special election.

SECTION 4: DUTIES OF PRESIDENT. The Commission President shall prepare Commission meeting agendas in cooperation with the Department Director or designee, shall preside over all full Commission meetings, and shall sign all documents requiring an official signature on behalf of the Commission, including its annual report to the Mayor and City Council, and other reports as requested. The President shall recommend, for the Commission's approval, the formation of

committees and the appointment of commissioners, citizens, and/or public officials thereto. The decisions, statements, and/or actions of the President shall obligate, commit, and/or represent the Commission only insofar as the Commission has specifically authorized.

SECTION 5: DUTIES OF VICE PRESIDENT. The Commission Vice President shall perform the duties of the President in the absence of the President and shall perform such other duties as may be delegated by the Commission President.

ARTICLE VI: AMENDMENT OF BYLAWS

As provided in Meridian City Code, the Commission may recommend to the Mayor and City Council that these bylaws be altered, amended, added to, or repealed upon a two-thirds (2/3) majority vote of the full Commission.

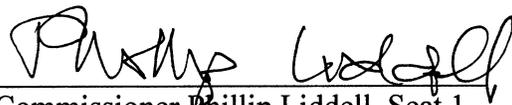
ARTICLE VII: ADOPTION AND EFFECTIVE DATE

The Commission adopted the foregoing bylaws, as amended, at its regular meeting on May 11, 2011. These bylaws shall be effective upon their ratification by resolution of the City Council of the City of Meridian.

Adopted by the Meridian Parks and Recreation Commission on May 11, 2011.



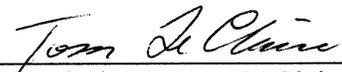
Commissioner Michael Martin, Seat 6
Commission President



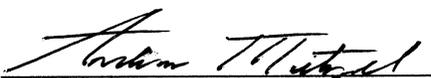
Commissioner Phillip Liddell, Seat 1
Commission Vice President



Commissioner Treg Bernt, Seat 2



Commissioner Tom LeClaire, Seat 5



Commissioner Andrew Mitzel, Seat 9



Commissioner John Nesmith, Seat 3



Commissioner Creg Steele, Seat 4



Commissioner Matt Stoll, Seat 7



Commissioner Shawn Testin, Seat 8