

CITY OF RAWLINS
PARKS AND RECREATION ADVISORY COMMITTEE BYLAWS
Passed, Approved and Adopted by the Rawlins City Council on February 15, 2022

ARTICLE ONE

The name of this organization shall be the Parks and Recreation Advisory Committee, hereinafter referred to as the “Committee.”

ARTICLE TWO – PURPOSE

The Committee understands the purpose of this organization shall be to provide services as described in Wyoming Statutes and/or City Ordinances and to establish a reciprocal advisory exchange forum that will give City staff direct access to the advice and counsel from the members of the Committee on matters relating to the Parks and Recreation Department. The Committee will provide written comments, recommendations, and reports to the Rawlins City Council, hereinafter referred to as the “Council.” The Committee is also invited to comment at City Council meetings.

ARTICLE THREE – REGULATION

The regulation of the business and conduct of the affairs of the Committee shall be determined by Resolution of the Council, by these bylaws and by amendments that may be adopted by the Council.

ARTICLE FOUR – COMMITTEE APPOINTMENT

Section 1.

The Committee shall consist of a minimum of five (5) adult members and a maximum of seven (7) adult members who shall be qualified electors of the City of Rawlins or reside within fifteen (15) miles of the corporate limits of the City of Rawlins. In addition, the Committee shall consist of one (1) high school representative and one (1) middle school representative. The Committee shall be appointed by the Mayor, by and with the approval of a majority vote of all members of the Council.

Section 2.

The members of the Committee shall be appointed for staggered terms of one (1), two (2), and three (3) years. Reappointment or newly appointed terms, once the initial staggered terms are concluded, will be for one (1) four (4) year term. A member may be removed for cause by the Mayor, by and with the consent of a majority of all of the Council. Vacancies occurring other than through the expiration of the term shall be filled for the unexpired term by the Mayor, by and with the approval of a majority vote of all members of the Council.

Section 3.

Members of the Committee shall serve without compensation, except for reimbursement or payments of reasonable and actual expenses budgeted and recommended by the Committee and approved by the Council.

ARTICLE FIVE - MEETINGS

Section 1.

The Committee shall hold at least one (1) regular meeting each month at such time and place as fixed by the Committee. Public notice shall be given of all Committee meetings.

Section 2.

The order of business at meetings shall be as follows:

- A. Call to Order
- B. Flag Salute
- C. Roll Call
- D. Approval of Agenda
- E. Citizen Participation/Correspondence
- F. Approval of Minutes
- G. Old Business
- H. New Business
- I. Items from the Committee
- J. Adjournment

Section 3.

Meeting of the Committee shall be open to the public, as described in the Wyoming Open Meetings Law (W.S. 16-4-401 et Reg) except meetings as described by Wyoming Statutes that may be closed to the public. All Executive Sessions must be approved and attended by a representative of the City Attorney's Office. Special meetings may be called with notice to the public and members as provided in Wyo. Stat. 16-4-404(b) and with the knowledge of the City Attorney.

Section 4.

A majority of the Committee shall constitute a quorum for the transaction of business.

Section 5.

An affirmative vote of a majority of a quorum of the Committee shall be necessary to take any action or authorize any recommendation or comment to be certified to the Council. All members, including the Presiding Member; shall have a vote and shall vote when present, except that any member shall automatically be disqualified from voting on any decisions in which there may be a conflict of interest.

Section 6.

More than three (3) unexcused absences, as determined by the Committee, will be reported to the Council and is cause for removal from the Committee.

Section 7.

Regular meetings of the Committee are held on the second (2nd) Thursday of each calendar month at 6:00 pm. Regular meetings are held at the Rawlins Family Recreation Center, 1616 Harshman Street, Rawlins, Wyoming. Additional public notice of regular meetings may be given by publication in the local newspaper at least four (4) business days before the meetings and by posting on the City's website and Facebook page. Agendas shall be provided to members of the Committee at least five (5) business days prior to the regular meetings.

Section 8.

- A. The Committee shall organize annually, including election of officers, at the first regular meeting of the calendar year.
- B. The Committee shall elect a president, a vice president, a secretary and other officers as deemed necessary.
- C. The President shall preside at all meetings and public hearings of the Committee, shall decide all points of order or procedure, shall clarify recommendations to the City Council, and shall transmit reports and recommendations of the Committee to the City Council. The President may authorize any Committee member or staff member to certify recommendations.
- D. The Vice President shall assume the duties of the President in the President's absence.
- E. The Secretary shall be responsible for keeping the minutes of the Committee meetings, sending agendas to the members of the Committee, carrying out routine correspondence, maintaining the records of the committee, except those records pertaining to finance, which are the responsibility of the City Finance Director, and performing such other duties as the Committee may require. Upon concurrence of the Parks and Recreation Director, a member of the Recreation Department may serve as the Committee Secretary.

Section 9:

Committee members may participate in any meeting by means of conference telephone, internet, or similar communication if all persons participating in such meeting, including the public, can hear one another for the entire discussion of the matter being considered and the public can read or otherwise discern meeting discussion contemporaneously. Participating in a meeting pursuant to this section shall constitute presence in person at such meeting. The minutes of the meeting shall reflect the nature of the presence of each person participating, if participation is by conference telephone, internet, or similar communication.

ARTICLE SIX – MISCELLANEOUS PROVISIONS

Section 1:

It shall be the function and duty of the Committee working closely with the Parks and Recreation Department, to advise the Council on the City's Parks and Recreation Department's short term and long term planning.

Section 2:

The Committee shall recommend reasonable rules and regulations for the Parks and Recreation Department.

Section 3:

The Committee may conduct public hearings on the priorities of parks and recreation and methods of achieving these priorities at times and places determined by a majority of the Committee.

Section 4:

The Committee may establish sub-committees within the Committee membership as necessary to complete their Committee Purpose (as described in Article Two – Purpose), so long as there does not constitute a quorum outside a public meeting.

ARTICLE SEVEN – FINANCE AND MONTHLY REPORTS

All monies received through grants, gifts and other sources for the use of and for the benefit of the Parks and Recreation Department shall be deposited with the City of Rawlins Finance Department. A report or meeting minutes shall be submitted to the City Council on a monthly basis. All records of the Committee shall be available for public review.

ARTICLE EIGHT – JOINT VENTURES

The Committee may join with other agencies of the State of Wyoming and the County of Carbon in joint ventures to form regional activities by resolution of this Committee with the prior approval of the Rawlins City Council.

ARTICLE NINE - AMENDMENTS

These bylaws may be amended by recommendation of this Committee to the Rawlins City Council or by the Council directly by resolution.

ARTICLE TEN - REPLACEMENT

These bylaws shall repeal and replace all other rules of procedure, bylaws previously adopted or abided by. The revisions made to these bylaws were approved at a meeting of the Rawlins City Council held on the 15th day of February 2022. Copy of such bylaws shall be maintained in the office of the Rawlins City Clerk.

PASSED, APPROVED, AND ADOPTED this 15th day of February, 2022

CITY OF RAWLINS, a Wyoming
Municipal Corporation.

Terry L. Weickum, Mayor

ATTEST:

Lynn M Shearer, City Clerk