

CITY OF BISBEE  
PARKS AND RECREATION COMMITTEE  
BYLAWS

**SECTION I  
CREATION**

The Parks and Recreation function of the City of Bisbee, Arizona, was created by the Mayor and Council by Ordinance O-89-01 on the 7<sup>th</sup> day of February 1989.

**SECTION II  
PURPOSE**

The purpose of this Committee shall be to advise the Public Works Director and make recommendations to the City Council on matters pertaining to the Parks and Recreation facilities and programs.

**SECTION III  
MEMBERS AND STAFF**

The Committee shall consist of five members who shall be appointed pursuant to the laws of the City of Bisbee and who shall exercise the responsibilities delegated to them under such laws.

## A. OFFICERS

1. The Committee shall elect annually a Chair and Vice Chair from among the appointed members at the first regular meeting held in July. The vote shall consist of a majority of those members present constituting a quorum.
  - a) The term of office for Chair and Vice Chair shall be two (2) years and any member serving as Chair or Vice Chair shall be eligible for reelection.
  - b) The Vice Chair shall act as Chair in the Chair's absence. In the absence of the Chair and Vice Chair, the senior member, based upon years of membership, shall act as Chair.
  - c) Vacancy for Chair or Vice Chair, as may occur for any reason, shall be filled for the remainder of the term, from among the Committee membership. A majority of those members present, constituting a quorum, shall vote to fill the vacancy at the next regular meeting.
  - d) The Chair or Vice Chair may be removed from office at any time by a three-fourths (three/fourths) majority vote of the full Committee members.
  - e) Members who serve as Chair or Vice Chair on other City appointed Boards or Committees are encouraged not to serve as Officers of the Parks and Recreation Committee.
2. The Chair shall preside at all meetings of the Committee, decide all points of order and procedure and perform any duties required by law, ordinance or these bylaws.

- a) The Chair shall have the right to vote on all matters before the Committee, and shall also have the right to make or second motions in the absence of a motion, or a second, made by a member.

## B. STAFF

The City of Bisbee Public Works Director, or the designated representative, shall serve the Committee as Secretary. The City of Bisbee staff shall furnish professional and technical advice to the Parks and Recreation Committee.

## C. ATTORNEY

The Bisbee City Attorney, or the designated representative, shall have the responsibility of furnishing such legal advice on all points of order, procedure or other matters as may be requested from time to time. All such requests for legal advice shall be made through the City of Bisbee Public Works Director.

# **SECTION IV MEETINGS**

## A. REGULAR MEETINGS

1. Regular Meetings shall be held quarterly on the fourth (4<sup>th</sup>) Monday of each month at 6:00 p.m. Amended August 26, 1996.
2. Special Meetings: Special meetings of the Committee may be held at the call of the Chair or Public Works Director, or at the request in writing of any two (2) or more members, who shall all sign the notice, which shall then be considered a legal notice of said meeting. All members shall be notified at least 48 hours in advance of the time set for a special meeting.

3. Meetings of the Committee shall be open to the public and the minutes of its proceedings, showing the vote of each member and records of its examinations and other official actions, shall be filed in the Public Works Director's Office as a public record and posted on the City's website. Interested parties may submit written comments and if attending in person, may speak to the issue upon being recognized by the Chair and stating his or her name and address and the names of any persons on whose behalf they are appearing.
4. Meetings of the Committee shall be held in the Council Chambers of the City Hall, 1415 Melody Lane Bldg. G, Bisbee, Arizona, unless advertised differently.

#### B. WORK SESSIONS

1. Work Sessions may be held for any purpose on the call of the Chair or the Public Works Director, or at the request of two or more members or by Staff giving notice to all the members by phone or personal delivery or by verbal comment during the meeting. At least twenty-four (24) hours' notice shall be given to the general public by posting at the locations designated and otherwise in conformance with Arizona State law. The call and the notice shall specify the time and place of the Work Session and include an agenda of the business to be transacted.
2. Work Sessions may be held before or after any regular meeting, subject to providing notice as herein stated. When a matter is set for a Work Session agenda to be discussed there must be a twenty-four (24) hour public notice of said agenda.

### C. NOTICE OF MEETINGS

1. Written notice of all meetings to committee members shall be electronically submitted or picked up at City Hall at least three (3) working days prior to the date of the meeting, except that where required by an actual emergency, members may be telephoned by the Secretary.
2. Notice of time and place of any public hearing to be held by the Committee shall be given as required by State law and City ordinances.

### D. QUORUM

1. A majority of those currently serving on the Committee shall constitute a quorum for transacting business at any regular or special meeting.
2. No action shall be taken at any regular meeting in the absence of a quorum, except to adjourn the meeting to a subsequent date.
3. When a Committee member is required to step down from an issue because of a declared conflict of interest, the remaining members present must be sufficient to constitute a quorum in order to continue discussing the matter or to decide the issue. If not, the agenda item must be tabled until a quorum is present.

### E. AGENDA

1. An agenda shall be prepared by the Secretary for each regular meeting, study session, and executive session of the Committee. The agenda shall include the various matters of business as scheduled for consideration by the Committee.

2. Any items wanted on the agenda by the Committee members or the general public must be submitted to the Public Works Director at least one week before the meeting and shall then be placed on the agenda.

#### F. CONDUCT OF MEETING

1. Procedures for discussions and voting at Committee meetings shall be determined by the Chair with guidance by Robert's Rules of Order and advice of the City Attorney if necessary, but in all events with an aim to allowing fair, open and efficient consideration of the issues before the Committee, and not as procedural devices to obstruct the business of the Committee.

## **SECTION V ORDER OF BUSINESS**

#### A. ORDER OF BUSINESS

1. The Chair shall call the Committee to order and the Secretary shall record the members present and absent. The Chair may call each matter of Business in the order presented on the agenda. Where appropriate, items shall be presented to the Committee in the order here stated: a staff report; applicant presentation; public comment; discussion by the Committee; and decision for recommendation.
2. The Chair shall direct questions to the applicant or any person speaking, and conditions affecting the matter being considered, and then call for questions from other members of the Committee and from City Staff.
3. After all information has been submitted to the Committee, each application or request for action shall be heard, considered and acted upon in public meeting.

4. By majority vote, the Committee may defer action on any matter when it concludes that additional time for further study or input is necessary.
5. A member shall disqualify her/himself and abstain from voting whenever he/she has, or may have a conflict of interest in the case under consideration, as described and provided by the Arizona Revised Statutes 38-501, et seq. Any member so disqualifying her/himself will physically step down from the dais.
6. The Secretary of the Committee shall forward a recommendation to City Council of its findings in writing with respect to the merits of the application within thirty (30) days of the conclusion of the public hearing.

## **SECTION VI OFFICIAL RECORDS**

### **A. OFFICIAL RECORDS**

The official records of the Committee shall include these rules and regulations, minutes of meeting, resolutions, and its adopted reports, which shall be deposited with the Public Works Department in accordance with that Department's general file system. Original papers of all applications and other matters shall be retained for not less than five (5) years after date of application.

### **B. RECORDINGS OF MEETINGS**

All public meetings of the Committee may be recorded by electronic device. Any person desiring to have a meeting recorded by an electronic device or by a stenographic reporter, at his or her own expense, may do so, provided that he or she consults with the Committee Chair prior to the commencement of the meeting, and does not otherwise disrupt the proceedings.

## **SECTION VII CONDUCT OF MEMBERS**

### **A. ATTENDANCE**

1. Members having three or more unexcused absences from regular or other scheduled meetings will be asked to resign by the Chair. The Committee may make a recommendation for dismissal to the City Council.

### **B. REMOVAL**

1. Any member may call for a vote to recommend removal of another member from the Committee. A vote will not take place until it is placed on the agenda of the next regular meeting.

### **C. REPRESENTATION OF COMMITTEE**

1. Once an issue has been considered by the Committee, no member should volunteer to speak as a Committee member when the issue comes before the City Council or Board of Adjustment unless that member is directed to do so by the Committee or requested to do so by the other body. This is not to be interpreted as an infringement to speak to those bodies as a private citizen.

## **SECTION VIII FINANCES**

The Public Works Director shall present drafts of the proposed Fiscal Year Budget to the Committee for review and discussion in advance of Presentation to the Mayor and Council.

**SECTION IX  
AMENDMENTS**

These by laws may be amended by a three-fourth vote of the Committee. Amendments presented at one meeting shall be voted on at the following meeting.

DATE OF ADOPTION BY THE PARKS AND RECREATION COMMITTEE MAY 22, 2017.

APPROVED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE CITY OF BISBEE  
THIS 7<sup>TH</sup> DAY OF AUGUST, 2018

**APPROVED:**

A handwritten signature in black ink, appearing to read "David Smith", written over a horizontal line.

David Smith, Mayor

**APPROVED AS TO FORM:**

Elda Orduno for

Britt Hanson, City Attorney