GARLAND

NOTICE OF MEETING
CITY OF GARLAND, TEXAS

PARKS & RECREATION ADVISORY BOARD
POLICIES AND PROGRAM
SUB-COMMITTEE MEETING

McKnight Administration Building
634 Apollo Road
Garland, Texas
August 26, 2024 at 6 P.M.

A meeting of the Policies and Program Sub-Committee for the Parks & Recreation Advisory Board of the City of Garland, Texas will be held at the aforementioned location, date, and time to discuss and consider the following agenda items.

AGENDA:

1. PUBLIC COMMENTS
   Persons who desire to address the Committee on any item on the agenda are allowed three minutes to speak. Testimony may be held until the item is considered or given at the beginning of any committee meeting. Invited testimony may also occur at any time, subject to a request of the Member of the Committee and with the approval of the Committee Chairperson.

2. ITEMS FOR INDIVIDUAL CONSIDERATION

   a. **Meeting To Discuss Revision of Parks and Recreation By - Laws for Recommendation**

      The Policies and Program Committee will meet to discuss possible revisions to the Parks and Recreation by-laws.

3. ADJOURN

NOTE: The Council Chambers at Garland City Hall is wheelchair accessible, and ADA parking is available on the street as well as in the public parking garage. Persons with disabilities who may need auxiliary aids or services must contact the City Secretary's Office at 972-205-2404 at least two working days prior to the meeting so that appropriate arrangements can be made. Braille is not available.

GARLAND

PRAB Policies and Program Sub-Committee Meeting **1. 2. a.**

Meeting Date: 08/26/2024

Item Title: MEETING TO DISCUSS REVISION OF PARKS AND RECREATION BY - LAWS FOR RECOMMENDATION

Summary:

Meeting To Discuss Revision of Parks and Recreation By - Laws for Recommendation

The Policies and Program Committee will meet to discuss possible revisions to the Parks and Recreation by-laws.

Attachments

PARD by laws

Parks and Recreation Board & Tree Board
By Laws

1.0 AUTHORITY

Pursuant to Section 25.26 (A), City of Garland, Code of Ordinances, which states: “It shall be the duty of the Parks and Recreation Board & the Tree Board to: (A) Adopt a set of By Laws and establish policies and procedures for the proper administration of the Parks and Recreation program of the City, subject to the approval of the City Council”, the following set of rules of procedure governing the conduct of meetings shall be in effect upon their adoption by the Board and until such time as they are amended or new rules adopted in the manner provided by these rules.

1.10 In accordance with COG Ordinance, Chapter 10, Article II, Sec.10.15 Procedure for conducting City business at public meetings.

(A) Orderly proceedings are necessary for the protection of the rights of local self-government, and the disruptions of any public meeting by any form of force or violence is in violation of the fundamental rights of the citizens of the City to govern themselves by their duly elected or appointed representatives. It is the responsibility of the council to keep order in all meetings of the City government and, therefore, it is ordained that each and every meeting of any board, commission, council, or other body convened to conduct the business of the City of Garland be conducted in an orderly manner. For the purpose of this section the term "body" shall be defined as any council, commission, board, or other group that is established by state statute or City ordinance. The Chair of the body meeting is hereby given the authority to rule on all points of order subject to the right of the body over which he presides and to amend or reverse any ruling or to initiate such ruling on a point of order as the body may direct. The right of the body to reverse or amend a ruling of the chair on a point of order is an affirmative right that must be exercised to be valid. The absence of the affirmative action of the body to amend or reverse the ruling of the chair will be affirmative evidence of the support of the chair's ruling.

(B) It shall be unlawful for any person to disobey the ruling of the chair of any public body convened to do the business of the City of Garland:

(1) By refusing to stop talking or making noise or sound when the chair has ruled for the sake of order that the person should stop talking or making noise or sound; or

(2) By refusing to be seated when the chair for the sake of order has ruled that the person should be seated; or

(3) By refusing to leave the assembly when the chair for the sake of order has ruled that the person designated should leave the assembly.

(C) All meetings of any body conducting City business shall be opened to the public and in due course of the meeting citizens of the City shall have a reasonable opportunity to be heard. All action taken by anybody that involves a City business shall be taken at an open meeting, but this shall not prevent any board from meeting in executive session as permitted by state law.

2.0 OFFICERS

2.1 The Board shall elect one of its members as Chair and one as Vice-Chair, each serving a one year term. The Chair, or the Vice-Chair or the Acting Chair shall call for elections on as needed basis.

2.2 The Director of the Parks, Recreation and Cultural Services shall serve as secretary to the Board.

2.3 Duties of Chair: It shall be the duty of the Chair to preside at all meetings of the Board, to appoint standing committee members; to recommend the establishment of ad hoc committees, and the appointment of members thereto, as may be deemed necessary; and to perform such other duties as usually pertain to his office or as may be enjoined upon him by the Board.

2.4 Duties of the vice-Chair: It shall be the duty of the vice-Chair to perform the duties of the Chair in his absence.

2.5 Acting Chair: For the Parks and Recreation Board, in the absence of both the Chair and the vice-Chair, the presiding order shall be: Chair of Policies/Program Committee, Chair of Facilities/Finance Committee. For the Tree Board, in the absence of both the Chair and the vice-Chair, the presiding order shall be the Chair of the Urban Forestry Committee.

2.6 Duties of the secretary: The secretary, in accordance with Ord. No. 601, shall be the Director of the Parks and Recreation and Cultural

Services. It shall be his duty to be present at all meetings of the Board, or in his absence a duly authorized representative; shall notify members of all meetings; shall be responsible for posting of notification of meetings in accordance with Open Meeting Law; keep an accurate record of all official proceedings of the Board; present at each regular meeting the minutes of the preceding regular, special and committee meetings; prepare and submit at least three (3) days prior to the regular meeting, an agenda listing by topic, subjects to be considered by the Board; prepare and submit to the proper City officials recommendations or resolutions of the Board as required; maintain proceedings of all Board meetings in a permanently bound minute book on file in the PARD office; call special meetings upon request of the Chair or three (3) members of the Board; provide Board members with a copy of the policy manual and all additions and revisions.

3.0 MEETINGS

3.1 All meetings shall be open to the public in accordance with the Open Meeting Statute, Article 6252 – 17, VACS.

3.2 Regular meeting: The place, time and dates of the generally monthly meetings of the Board shall be established by the Board. In its capacity as the Tree Board, the Board shall meet annually, or as needed, as determined by and in conjunction with the meeting of the Park and Recreation Board.

3.3 Special meeting: Special meetings may be called by the Chair or any three (3) members of the Board or by the secretary – director upon request of the Chair or any three (3) members of the Board. The call for a special meeting shall be filed with the PARD Director except that announcement of a special meeting, during any regular meeting shall be sufficient notice of such special meeting.

3.4 Conference session: The Board may meet informally in conference sessions at the call of the Chair, or any three (3) members of the Board to interchange information, provided that all discussions and conclusions be informal.

3.5 Notification of meetings: The Chair of the Board and the secretary – director shall be notified prior to all conference sessions and meetings.

4.0 COMMITTEES

4.1 The Chair of the Board and the secretary – director shall be ex-officio members of all committees and as such shall be notified of all committee meetings.

4.2 Standing committees: Immediately upon his election, the Chair shall appoint four (4) Board members to the Facilities/Finance Committee, four (4) Board members to the Policies/Program Committee and four (4) Board members to the "Urban Forestry" Committee.

4.3 Duties of the standing committees:

(A) Facilities/Finance: To review and recommend for Board consideration the acquisition and development of all parklands including capital improvements project plans and bid awards.

(B) Policies/Program: To assist the Director and recommend for Board consideration the formulation of policies, procedures, rules, regulations, fees and charges governing the utilization of all park lands and facilities; to study and recommend names for park lands and facilities consistent with established guidelines; to make recommendations to provide a year-round recreation program for all residents of the City of Garland.

(C) Urban Forestry Committee: To assist the Director and recommend for Board consideration a tree planting and forestry program to be undertaken by the city on properties owned and controlled by the City (or on private or public properties, with the consent of the owners and authorities thereof), and assist in the promotion and implementation of the tree program.

4.4 Ad hoc committees: The Board may, as the need arises, authorize the appointment of "ad hoc" Board committees. The Chair shall appoint the members of the "ad hoc" committee, subject to approval of the Board. And committee so created shall cease to exist upon the accomplishment of the special purpose for which it was created or when abolished by majority vote of the Board.

4.5 Advisory committee: Qualified voting citizens may be asked to serve in an advisory capacity on committees appointed by the Chair and approved by the Board, subject to the approval of the City Council.

5.0 QUORUM

As established in Ordinance No. 771, five (5) members of the Board, exclusive of the Director of Parks and Recreation Department shall constitute a quorum.

6.0 ORDER OF BUSINESS

6.1 The order of business of each meeting shall be contained in the agenda prepared by the secretary – director. The agenda shall be a listing by topic of subjects to be considered by the Board and delivered three (3) days prior to the meeting.

6.2 Generally, the order of business shall be:

1. Roll call
2. Approval of minutes
3. Consideration of agenda items requiring Board action
4. Committee reports and recommendations
5. Additional Business
6. Adjournment

6.3 Agenda deadline: Any person, including Board members, desiring to present a subject for Board consideration shall advise the Parks and Recreation Department director, in writing, no later than 5:00 PM on the Wednesday preceding the Wednesday meeting (1st Wednesday of each month) at which time the subject is to be considered. Any person who wishes to address the Board without having followed such procedure must have the unanimous consent of the Board members present.

6.4 Postponement of action: Action on any new matter of business not specified on the agenda as new business, but defined above as further business, shall be postponed until the next regular Board meeting unless it is deemed an emergency and two (2) hour public notice notifying the news media has been given; then immediate action shall be taken only upon an affirmative vote of five (5) members of the Board. Also, any Board member may request that action on any new business shall be held over until the next regular meeting. With majority vote, request shall be binding on the Board.

6.5 Change the order of business: To change the order of business, a majority vote of the members of the Board shall be required.

6.6 Oral presentation by PARD Director: Matters requiring the Board's attention of action, which may have developed since the deadline for delivery of written communication to the Board, may, upon approval of the Board, be presented orally by the PARD Director. If formal Board action on a subject is required, such action shall be delayed until the next succeeding meeting, except that immediate action may be taken if approved by an affirmative vote of five (5) members of the Board and in accordance with the Open Meeting Law.

7.0 ROBERT'S RULES OF ORDER

Unless otherwise stated herein, Robert's Rules of Order shall govern all deliberations of the Board.

8.0 VOTING

8.1 Voting: Shall be done orally and by members present only.

8.2 Recording of votes: They "ayes" and "nays" shall be taken upon passage of all motions and entered upon the official record of the Board. Any member refusing to vote shall be entered on the record as voting "nay".

8.3 Majority vote required: Approval of every motion shall require the affirmative vote of a majority of members of the Board present.

8.4 Tie vote: In the event of a tie in votes on any motion, the Chair of the Board shall have the authority to vote.

8.5 Voting required: No member shall be excused from voting except on matters involving the consideration of his own official conduct, or where his financial interests are involved, or unless excused by the Board for other valid reasons by majority vote.

8.6 No telephone polls shall be solicited for any official action to be considered by the Board.

9.0 GENERAL RULES

9.1 Suspension of rules: Any provisions of these rules not governed by the Charter or Ordinances of the City of Garland may be temporarily suspended by an affirmative vote of two-thirds (2/3) of the members of the Board present.

9.2 Amendment of rules: These rules may be amended, or new rules adopted, by two-thirds (2/3) vote of the members of the Board present.

9.3 Staff employees: Any approved consultant or staff employee of the Parks and Recreation Department, when requested by the director of PARD may attend any meeting of the Board and if requested to do so, may present information relating to matters before the Board.