

**ORDINANCE NO.   1268**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES, CHAPTER 74, SECTION 74-126, (1.1) AND SECTION 74-128 (A) AND (B) AMENDING THE ESTABLISHMENT AND MEMBERSHIP AND AMENDING THE NUMBER OF ADVISORY COMMITTEE MEMBERS TO BE APPOINTED BY THE CITY COUNCIL**

**WHEREAS**, The Mayor and City Council desire to provide a vehicle for interested citizens to maintain and improve the quality of life within the City of Llano; and

**WHEREAS**, The Mayor and Council realize a structured process in receiving ideas of the current and future needs of the parks and recreation system provided by the City of Llano is needed; and

**WHEREAS**, The Mayor and City Council are desirous in the formation of an Advisory Committee to provide recommendations for current and future needs of the City; and

**WHEREAS**, the Mayor and City Council are aware the Advisory Committee should have By-Laws to define the mission of an Advisory Board.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LLANO, TEXAS:**

**SECTION 1**

- 1.1 The City of Llano Park and Recreation Advisory Committee is hereby established.
- 1.2 The City of Llano Park and Recreation Advisory Committee shall be composed of five citizens.
- 1.3 The Advisory Committee members shall serve at the pleasure of the City Council.
- 1.4 The City of Llano Park and Recreation Advisory Committee shall have one ex officio member that is appointed from the City of Llano Elected Body.
- 1.5 The City of Llano Park and Recreation Advisory Committee shall be governed by laws as follows:

**BYLAWS OF THE PARK AND RECREATION ADVISORY COMMITTEE**

**CITY OF LLANO, TEXAS**

**ARTICLE 1. PURPOSE AND DUTIES**

The Park and Recreation Advisory Committee is charged with the review, planning, and

providing recommendations of the development and improvement of the park system and recreational areas within the City of Llano. Additionally, the Park and Recreation Advisory Committee shall recommend action and deliberate amendments.

The Park and Recreation Advisory Committee may hear testimony and conduct public hearings as required and per procedures outlined in these Bylaws

## ARTICLE 2. MEMBERSHIP

(A) The Park and Recreation Advisory Committee shall consist of five (5) members appointed by the City Council for rotating two year terms.

(B) Committee members shall serve for a term of two years beginning January 1 on the year of appointment. Committee members are appointed by the Council for a term of two (2) years, three (3) members appointed in every odd-numbered year and two (2) members in every even-numbered year.

(C) A committee member who is absent for three consecutive meetings automatically vacates the member's position. This does not apply to an absence due to illness or injury if the member notifies the staff liaison of the reason for the absence no later than the next meeting of the committee.

(D) At each meeting, each committee member shall sign an attendance sheet which indicates that the member does not have a conflict of interest with any item on that agenda, or identifies each agenda item on which the member has a conflict of interest.

(E) A member who seeks to resign from the committee shall submit a written resignation to the chair of the committee, the city manager, or the city secretary's office. If possible, the resignation should allow for a thirty day notice so the city council can appoint a replacement. Vacancies in an unexpired term are filled by the council for the remainder of the term of office.

(F) The City Manager or his/her designee shall attend all meetings of the Park and Recreation Committee. The Council shall select from their elected body one person to serve as an ex officio member.

## ARTICLE 3. PURPOSE OF THE COMMITTEE

The duties of the Committee shall include

- (1) Identify youth and adult recreational activities that use city facilities.
- (2) Identify facilities that are in need of repair and suggest improvements or additions to the recreational facilities of the city.
- (3) Propose a budget to the city that identifies the needs of the parks and recreation program.

(4) Develop new programs and make recommendations for the improvement of programs, facilities and the board itself.

### ARTICLE 3. OFFICERS

- (A) The officers of the committee shall consist of a chair and a vice chair.
- (B) Officers shall be elected annually by a majority vote of the committee at the first regular meeting after January 1st. In the event a current officer becomes ineligible to serve as an officer, the committee may hold an emergency election as needed.
- (C) The term of office shall be one year, beginning January 1 and ending December 31. An officer may continue to serve until a successor is elected.
- (D) A member may not hold more than one office at a time.

### ARTICLE 4. DUTIES OF OFFICERS

- (A) The chair shall preside at committee meetings, appoint all committees, and represent the committee at ceremonial functions.
- (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.
- (C) In the absence of the chair and the vice-chair, any member may be deemed the presiding officer by a quorum of the committee present at the meeting, with such designation recorded in the minutes.

### ARTICLE 5. AGENDAS

- (A) The Chairman in consultation with the City Secretary shall prepare the agenda at least five days before the meeting. Any Park and Recreation Commission member may also request items be placed on the agenda by communication with the City Secretary.
- (B) The City Secretary shall prepare and distribute the agenda to the committee members not less than 72 hours before the meeting.
- (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

### ARTICLE 6. MEETINGS

- (A) The committee meetings shall comply with Texas Government Code Chapter 551 (Texas

Open Meetings Act).

(B) Committee meetings shall be governed by Robert's Rules of Order.

(C) The committee may not conduct a closed meeting without the approval of the city attorney.

(D) Meetings of the committee shall be held on an as needed basis at a location and time determined by the committee.

(E) The chair may call a meeting a regular or special meeting; the chair shall call a meeting if requested by three or more members. The call shall state the purpose of the meeting. A notice of a special meeting must be in writing and sent to all members at least three days before the meeting.

(F) The chair has the same voting privilege as any other member.

(G) Public Hearings shall be conducted as required under the following format:

- Staff report/comments
- Petitioner comments/testimony
- Comments/testimony in opposing, including written testimony
- Comments/testimony in favor, including written testimony.

(H) The committee shall allow citizens to address the committee on agenda items and during a period of time set aside for citizen communications. The chair may limit a speaker to three minutes.

#### ARTICLE 7. SUB-COMMITTEES

Sub- Committees May be formed as needed.

#### ARTICLE 8. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the committee in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of order which the committee or city council may adopt.

#### ARTICLE 9. AMENDMENT OF BYLAWS

A bylaw amendment is not effective unless approved by the City Council.

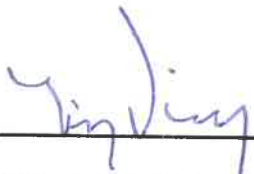
## SECTION 2

**2.1 SEVERABILITY.** If any section, paragraph, sentence, clause or phrase of this Ordinance shall be adjudged to be invalid by a court of competent jurisdiction, such invalidity shall not affect the remaining sections, paragraphs, sentences, clauses or phrases which can be given effect without the invalid provision, and to this end the provisions of this Ordinance are declared to be severable.

## SECTION 3

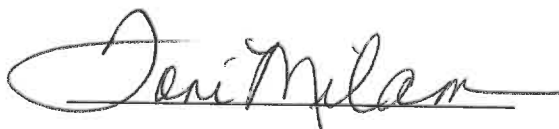
**3.1 EFFECTIVE DATE.** This Ordinance shall be in full force and effect upon its adoption by the City Council.

**PASSED APPROVED, AND ADOPTED ON THIS THE 3<sup>RD</sup> DAY OF MARCH, 2014.**

  
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Mikel Virdell, Mayor



ATTEST:

  
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Toni Milam, City Secretary