

**Bylaws of the City of Grand Junction**  
**Parks and Recreation Advisory Board**

Article I – Name

The name of this Board shall be the City of Grand Junction Parks and Recreation Advisory Board.

Article II – Purpose

The City Council shall appoint a Parks and Recreation Board which shall act in an advisory capacity to the City Council and the Director of the Department, including assisting in planning of recreation activities and in helping to promote a long-range program for the development of the City's parks system.

Article III – Powers

The Board's powers are defined by Article III, Division I, Sec. 20-41 (a) of the Grand Junction Code, as amended from time to time. The Board's recommendations shall be submitted to the aforesaid director and/or the City Council. The Board shall have no power to expend funds of the City or to incur any indebtedness.

Article IV – Contracts, Expenditures

The Board and its members do not have authority to bind the City, unless the City Council has specifically granted such authority in writing. Authority to bind the City shall be limited to the specific act(s) described in such writing. Expenditures on behalf of the Board and its work shall be granted such authority exclusively through the City Finance Department.

Article V – Ethical Conduct

Board members shall comply with the City of Grand Junction Resolution No. 79-06, and as subsequently amended, which establishes ethical standards for members of the City's boards, commissions and similar groups.

Article VI – Members

Section 1. The Council shall select for concurrence, seven persons who are citizens of the City of Grand Junction. The members shall serve three-year staggered terms. The City Council Representative and the Parks and Recreation Director shall be ex-officio, non-voting members of the Board.

Section 2-New members shall be appointed annually for three-year terms.

Section 3. Appointments to fill vacancies shall be for the unexpired term and shall be made in the same manner as original appointments.

Section 4. No member of the Board shall receive any compensation for such membership.

Section 5. Members of the Board may be removed by action of the City Council for malfeasance or nonfeasance or for unexcused failure to attend three consecutive meetings of the Board. The Board may recommend such action to the Council.

#### Article VII – Officers

Section 1. The officers of the Board shall be the Chair and Vice-Chair. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Board. The Chair shall preside at all meetings of the Board. In the absence of the Chair or in the event of their inability or refusal to act, the Vice-Chair shall perform the duties of the Chair.

Section 2. The officers shall be nominated and elected to serve for one year at the meeting which includes the installation of newly appointed board members or until their successors are elected, and their term of office shall begin at the close of the meeting at which they are elected.

Section 3. No member shall hold more than one office at a time and no member shall be eligible to serve more than two consecutive terms in the same office.

#### Article VIII – Support Duties

Section 1. A City Parks & Recreation staff member shall keep a full and accurate account and record of all meetings of the Board plus the correspondence, files and records thereof. Duties of the staff member will include to prepare and forward all reports required by the Chair and/or Board members, keep a continuous attendance record, do and perform other acts and duties as may be incident to this office or may be properly required of the staff member from time to time by the Chair-of the Board.

#### Article IX – Legal Advice, Finances, Insurance

The City Attorney shall serve as the legal advisor for the Board. The City's Financial Operations Director shall serve as the treasurer for the Board. The City's insurance provides coverage for its volunteers and will defend members of the Board against losses, costs and expenses, including legal counsel fees, reasonably incurred by reason of his/her being or having been a member of the Board, so long as the member's actions are not malicious, criminal, or with deliberate intent to violate a law or regulation or with intent to injure. A Board member shall immediately

contact the City Attorney if such losses, cost or expenses arise or if there are any questions about coverage.

## Article X – Meetings

Section 1. Regular meetings shall be held at least once a month, at the time and place designated by the Board. Regular meetings may be canceled at the discretion of the board. Written notice of the time and place of the meeting shall be made available to the public one week prior to the meeting. Each Board member will be counted on to be in attendance unless notification is received by the Parks and Recreation office to the contrary.

Section 2. The regular meeting which includes the installation of newly appointed board members shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and consideration of any other business that may arise.

Section 3. Special meetings may be called by the Board Chair or upon written request by four members of the Board filed with the Director of Parks and Recreation Department. The purpose of the meeting shall be stated at the time of the request. Except in cases of emergency, notice shall be given as provided for in Section 1.

Section 4. Four voting members of the Board shall constitute a quorum.

Section 5. The action of the majority of the members present at any meeting of the Board at which a quorum is present shall be the act of the Board. Any meeting may be held by telephone or video conference call upon arrival of a majority of the Board.

Section 6. Affairs of the Board shall be governed by the Open Meetings Law and the Open Records Act, as amended, including but not limited to the posting of notices, designating annually the location for the posting of notices, and the taking of minutes.

## Article XI – Committees

Section 1. Standing or special committees shall be appointed by the Chair and adopted by a majority of the members present at a meeting at which a quorum is present. Except as otherwise provided, the Chair shall appoint members thereof.

Section 2. Each member of a committee shall continue as such until completion of designated assignment.

Section 3. One member of each committee shall be appointed Chair by the Board Chair to appoint the members thereof.

Section 4. Each committee chair shall call and preside over all meetings of that committee. If the chair is absent, the committee members shall elect a temporary Committee Chair to chair the committee meeting. The committee Chair shall provide written reports of committee meeting proceedings to all Board members.

Section 5. It shall be the responsibility of each Committee Chair to submit written reports of each meeting to the Parks and Recreation Director for keeping permanent files.

#### Article XII – Conflicts, Compensation, Expenses

Section 1. A. No compensation shall be paid to any member of the Board for his/her services. The Board shall not enter into any contract with any member or pay or authorize any remuneration to any member. The rules and requirements of the City Charter and state law that apply to volunteer board members regarding conflicts of interest, disclosure, gifts and appearances of impropriety, as well as the City Resolution referred to in Article 2, shall apply to each member of the Board.

Section 2. In accordance with the rules and requirements of the City, a member may be reimbursed for his reasonable expenses that are allowed by motion of the Board prior to being incurred. Expenses so authorized must be incurred in the performance of the Board member's duties. All such expenses shall be paid with Board funds.

#### Article XIII - Notices

Any notice of claim, demand or other legal process served on or received by the Board or any of its members should be immediately delivered to the City Clerk or the City Attorney.

#### Article XIV –Parliamentary Authority

The conduct of Board meetings shall be generally in accordance with customary practices of parliamentary procedure which are not inconsistent with these bylaws and any special rules of order the Board may adopt or any City of Grand Junction Administrative Regulation.

#### Article XV – Amendment of Bylaws

Recommended bylaw changes may be adopted at any regular meeting of the Board by a two-thirds vote of the membership of the Board provided that the proposed change has been submitted in writing at the previous monthly Board meeting.

These bylaws were unanimously adopted by the Board at a duly called meeting held January 11, 2017.

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Chair of the City of Grand Junction  
Parks and Recreation Advisory Board

RECORDERS NOTE: Bylaws originally adopted February 15, 1984; and amended the 19<sup>th</sup> day of March, 1986.