

THE CITY OF CLAYTON
Parks Advisory Commission
Bylaws

ARTICLE I-NAME

The name of this advisory committee shall be the City of Clayton Parks Advisory Commission (Commission).

ARTICLE II-PURPOSE

It is the purpose and intent of the City Council to establish a policy advisory commission on matters relating to the acquisition, development, maintenance and operation of parks and recreation property and facilities.

The Commission is subject to the Ohio Sunshine Laws and shall conduct its meetings in accordance with the provisions thereof.

ARTICLE III-DUTIES AND RESPONSIBILITIES

The powers and duties of the Park Advisory Commission shall be as follows:

- (a) Act in an advisory capacity to the City Council and staff on the general direction, policies, and emphasis of park, recreation, creek, trail and open space trends and needs of the City.
- (b) Advise the City Council through the City of Clayton City Manager on public policy matters relating to the acquisition, development, maintenance and operation of parks, playgrounds and recreational activities in the City of Clayton.
- (c) Preparation and revision of master plans for City parks and recreation facilities to present to City Council for consideration.
- (d) Periodically review the recreational program of the City in relation to the needs and desires of the citizens.
- (e) Coordinate the work of such committees as may be established towards the end of developing integrated and balanced policy recommendations.
- (f) Conduct such investigations, studies and hearings which, in the judgment of the Commission, will aid in effectuating its general purposes.
- (g) Provide guidance and recommendations on utilizing Meadowbrook at Clayton as a central gathering place for Clayton residents and developing unused greenspace on the property for public use.
- (h) To perform such other duties as may be required by the City Council or municipal code.

ARTICLE IV-MEMBERSHIP

Section 1. Number

The Commission shall consist of nine (9) members as outlined in the City of Clayton Codified Ordinances Chapter 159 Parks Advisory Commission.

Section 2. Appointment and Terms

- (a) The members shall be appointed by a majority vote of the members of Council.
- (b) The members shall serve three (3) year overlapping terms and each member shall serve until his successor is duly appointed and qualified.

Section 3. Qualifications

City Council shall strive to appoint members of the Commission who possess expertise, or demonstrated experience, knowledge or interest, in one or more of the following areas: auditing, finance or municipal finance, general business, planning, biology or environmental science, resource management or protection, wildlife management or protection, construction management, recreation management or planning.

Members must be residents of the City of Clayton and should also have close ties with the community and possess knowledge of the City and the community.

Section 4. Ethics-Conflict of Interest

By accepting appointment to the Commission, each member agrees to comply with the City of Clayton Charter Article 12.11 Conflict of Interest, Ethics, Campaign Financing.

ARTICLE V-MEETINGS

Section 1. Meetings

The Commission meets monthly, unless properly noticed otherwise.

Section 2. Location

Meetings typically will be held at the City Government Center, Council Chamber, but can be held at other locations, as properly noticed.

Section 3. Procedures

All meetings shall be open to the public in accordance with the Ohio Sunshine Laws, ORC 121.22. A majority of the number of appointed Commission members shall constitute a quorum for the transaction of any business, except adjournment.

ARTICLE VI-VACANCIES

The Commission shall find that a vacancy exists upon:

- (a) Receipt of a resignation in writing from one of its members or
- (b) The third consecutive unexcused absence or
- (c) The fourth absence in the 12-month period of July through June of a member(s) from the Commission's regular meetings.

Upon report that a vacancy exists, the City of Clayton Parks Advisory Commission shall notify the City Manager of the vacancy and request a replacement.

ARTICLE VII-STAFF SUPPORT

Section 1. Staff

The City shall provide to the Commission necessary technical and administrative assistance as follows:

- (a) Preparation of and posting of public notices as required by the Ohio Sunshine Laws, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the City Council;
- (b) Provision of a meeting room including any necessary audio/visual equipment;
- (c) Preparation and copies of any documentary meeting materials, such as agendas and reports; and
- (d) Retention of all Commission records, and providing public access to such records.

All requests for staff support must be communicated to the City Manager through the staff liaison and are subject to the approval of the City Manager.

If funding is needed for any specific function of the Commission, funds may be requested through the staff liaison assigned to the Commission. Funding is subject to approval by the City Manager.

Section 2. Staff Relationship to the Commission

City of Clayton staff and/or City consultants shall attend all Commission proceedings as appropriate in order to report on the status of projects.

ARTICLE VIII-OFFICERS

The Commission shall on or after July 1, select from among their members a Chairperson. The Commission shall elect a vice-chair who shall act as chairperson only when the chairperson is absent, which positions shall be selected annually.

The Commission shall also elect a Recording Secretary who shall keep an accurate record of all items discussed during the meeting, compile agenda items, and file written minutes to the director and clerk of council per city charter.

ARTICLE IX-SUBCOMMITTEES & COMMITTEES

Section 1. Appointments

The Parks Advisory Commission Chair, with the advice of the Commission, may appoint standing and ad-hoc committees concerned with specific problems or areas of interest to the Commission and shall be disbanded upon completion of the appointive goals.

ARTICLE X-PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for all matters not covered under these Bylaws.

For the purposes of most Boards and Commissions, Robert's Rules of Order can be distilled into a few fairly simple guidelines. Robert's Rules are based on common sense and courtesy and, as such, are a guide for protecting the basic rights of participants. Robert's Rules outline an orderly process for placing items before a group for their guiding discussion and clarifying voting.

ARTICLE XI-ADOPTION OF BYLAWS

Upon favorable vote of not less than two-thirds vote of full membership of the Commission, these Bylaws shall be brought before the Clayton City Council for approval. Upon a majority vote in favor of adopting these bylaws, they shall immediately be in full force and effect.

ARTICLE XII-AMENDMENT OF BYLAWS

Any amendment to these Bylaws shall be put into effect by a two-thirds vote of the entire Clayton Charter Review Commission and approval by the Clayton City Council.