

**MARICOPA COUNTY**  
**PARKS AND RECREATION ADVISORY COMMISSION**

**BYLAWS**

**ARTICLE I – NAME**

Section 1. The name of this organization shall be the Maricopa County Parks and Recreation Advisory Commission, hereinafter referred to as the Commission.

**ARTICLE II - FUNCTIONS AND RESPONSIBILITIES**

Section 1. The Commission shall act in an advisory role to the Maricopa County Board of Supervisors (hereinafter referred to as the Board of Supervisors) on matters pertaining to parks and recreation.

Section 2. The Commission shall recommend broad policies and long-range programs for the acquisition, planning, development, maintenance, and operation of the County parks.

Section 3. The Commission shall recommend reasonable rules and regulations for the proper use, management, government and protection of, and maintenance of good order in, all County parks under its supervision and control.

Section 4. The Commission shall periodically prescribe for approval by the Board of Supervisors a schedule of fees for programs and facility uses. The Commission shall, on an annual basis, review and provide recommendations to advise the Board of Supervisors on a departmental budget prepared in accordance with established County budgetary procedures.

Section 5. The Commission shall serve as a forum for the general public to discuss issues relating to parks and recreation. The Commission shall assist in fostering increased public understanding and support for the parks and recreation movement.

Section 6. The Commission shall assist in developing and maintaining good relationships among the National and State Associations dedicated to parks and recreation.

Section 7. The Commission shall assist with the selection process and recommend the appointment of the Parks and Recreation Department Director at the discretion of the Board of Supervisors.

Section 8. At its regular meetings, the Commission shall receive and review reports from the Department Director.

### **ARTICLE III - MEMBERSHIP**

Section 1. The Commission shall be composed of not more than SEVEN (7) members.

Section 2. Each Supervisor shall appoint one member from their district. Each Member shall serve at the pleasure of the Supervisor who appointed them for a term of two years.

Section 3. Two (2) Members-at-Large shall be appointed to the Commission.

A. The 1<sup>st</sup> member-at-large shall be nominated by the Chairman of the Board of Supervisors subject to the approval of the Board and shall serve at the pleasure of the Board for a term of two (2) years.

B. The 2<sup>nd</sup> member-at-large shall be appointed by the Board of Supervisors from a recommendation of the Director of the Parks and Recreation Department. This 7<sup>th</sup> member shall be a recognized professional in the parks and recreation field, or open space management and shall serve at the pleasure of the Board for a term of two (2) years. Maricopa County employees are excluded.

Section 4. The Board of Supervisors shall appoint members for terms of TWO (2) years, except that if a term expires and there is no appointed replacement, the term shall extend until a replacement is appointed. Four members shall serve in terms ending in even numbered years and three members shall serve in terms ending in odd numbered years. Determination of members' term ending years shall be determined by lot.

Section 5. It is the responsibility of each Commission member to attend regularly scheduled Commission meetings. If a member is absent from two (2) or more meetings in a calendar year, the Parks and Recreation Department Director shall contact the member to discuss the situation. If, after consultation, his/her attendance does not improve over the next six (6) month period, the Parks and Recreation Department Director shall report the matter to the Board of Supervisors member whose district that individual represents. The Board of Supervisors is authorized to remove a member for cause.

Section 6. In recognition of serving ten (10) or more years as an active member of the Commission, the title of "Commissioner Emeritus" will be bestowed upon Commission members. As an active member of the Commission, a "Commissioner Emeritus" will have all rights and privileges accorded to a Commissioner. Once a "Commissioner Emeritus" is no longer an active Commission member, such "Commissioner Emeritus" shall retain the title, may

attend and provide input at all public Commission meetings and may serve on committees.

**ARTICLE IV - OFFICERS AND DUTIES**

Section 1. Officers

- A. The officers of the Commission shall be the Chairman and Vice Chairman. The Chairman and Vice Chairman shall be current members of the Commission. The Director of the Maricopa County Parks and Recreation Department shall serve as Secretary to the Commission.
- B. Vacant offices may be filled by election at a regular or special meeting of the Commission.

Section 2. Duties

- A. The Chairman shall:
  - 1. Preside at all meetings
  - 2. Appoint committees at his/her discretion or as directed by the Commission. The Commission Chairman shall appoint a committee chairman and other members of the committee.
  - 3. Call special meetings of the Commission and committees.
  - 4. Be an ex-officio member of all committees.
  - 5. Set the agenda for all meetings.
  - 6. Represent the Commission at various meetings and activities.
- B. The Vice Chairman shall:
  - 1. Act as Chairman in the absence of the Chairman.
  - 2. Perform other duties as assigned by the Chairman.
- C. The Secretary shall:
  - 1. Be responsible for the official minutes of all meetings of the Commission, but may delegate this function to his/her designee.

Section 3. Election of Officers

- A. At the January meeting, the Commission shall elect its officers to serve from January of the appointed year until the end of the same calendar year.
- B. A person receiving the majority of votes shall be elected to the office for which he or she is nominated.
- C. A Nominating Committee, chaired by the immediate past Chair of the Commission, and consisting of at least two (2) Commission members, no two (2) of whom shall be from the same Supervisory District, shall meet prior to the January meeting and shall report to the Commission at the beginning of the regularly scheduled January meeting on the nomination of the officers who will serve until the end of the calendar year.
  - 1. For the first year of a newly formed Commission, the Nominating Committee shall be comprised of three (3) Commission members, no three (3) of whom shall be from the same Supervisory District.

**ARTICLE V - MEETINGS**

Section 1. The Commission shall meet no fewer than six times per year on a date, at a time and at a place to be determined by a commission meeting schedule set at the beginning of each year.

Section 2. Special meetings shall be held only after reasonable notification to all members, at the call of the Chairman, or upon the written request of a majority of the members of the Commission.

Section 3. The Chairman, after reasonable notification to all members, or upon written request of a majority of the members, may cancel any regularly scheduled or executive session meeting.

Section 4. Regular meetings may be rescheduled or relocated at the discretion of the Chairman only in order to facilitate a quorum or to offer convenience to the public. Regular meetings may be rescheduled or relocated for other purposes as deemed appropriate by the Commission.

Section ~~5~~4. The schedule and the agenda of each meeting shall be posted in the Parks and Recreation Department offices and other public locations as required by law.

Section ~~6~~5. Meeting agendas and supporting materials shall be distributed to all Commission members at least forty-eight (48) hours prior to regularly scheduled meetings, and as soon as practicable for special meetings. Upon request, meeting agendas and supporting materials shall also be provided to citizens in advance of the scheduled meetings. The Department or any member of the Commission may request that

the Chairman place any item for consideration of the Commission on the agenda, by advising the Chairman within seventy-two hours (72) hours preceding the meeting.

Section 76. A quorum shall consist of a majority of the members appointed and serving on the Commission and shall be required for purposes of transacting business.

**ARTICLE VI - RULES**

Section 1. The latest edition of Robert's Rules of Order shall govern the manner in which all meetings are conducted unless otherwise specified in the Commission Bylaws.

**ARTICLE VII - AMENDMENTS**

Section 1. Proposals to amend the Bylaws may be made at any official meeting of the Commission. The Commission shall vote on such proposals at its next regular meeting. Any amendments to the Bylaws shall require a two-thirds (2/3) vote of approval among the Commissioners present. Amendments approved by the Commission will be presented to the Board of Supervisors for final approval.

ADOPTED: \_\_\_\_\_, 2023

Maricopa County Board of Supervisors

\_\_\_\_\_  
Shelby Scharbach, Chairman, 2023

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Clint Hickman, Chairman  
Board of Supervisors

Attest:

\_\_\_\_\_  
John Crane, Vice-Chairman, 2023

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Clerk of the Board                      Date

Approved as to Form:

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R.J. Cardin, Secretary, 2023

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Deputy County Attorney