

CITY OF HARRISBURG ADVISORY PARK AND RECREATION BOARD BYLAWS

ARTICLE I – AUTHORIZATION

1. Authorization for the establishment of the Park and Recreation Board is set forth under South Dakota Codified Law (SDCL 9-38-80).
2. Powers and duties are delegated to the Board by the City Council of the City of Harrisburg by Chapter 1.03 of the Revised Municipal Ordinances.

ARTICLE II – MEMBERSHIP

1. Board members are appointed by the Mayor.
2. Absence from three regular meetings in any twelve-month period by any Board member may constitute sufficient grounds for removal.
3. City staff members may serve as ex-officio Board members.

ARTICLE III – OFFICERS

1. The officers of the Board shall consist of a Chairman, Vice Chairman, and Secretary.
2. The Chairman shall:
 - A. Chair all Board meetings.
 - B. Schedule Board meetings.
 - C. Call all special meetings.
 - D. Sign documents or actions of the Board.
 - E. Act as spokesperson for the Board.
 - F. Rule on all points-of-order and procedure.
 - G. Perform other duties and functions as may be determined by the Board.
3. The Vice Chairman shall act for the Chairman in the Chairman's absence.
4. The Secretary shall act for the Chairman in the Chairman's and Vice Chairman's absence. The Secretary shall also ensure that minutes are taken for each Board meeting.

ARTICLE IV – ELECTION OF OFFICERS

1. An annual organizational meeting shall be held during the Board's first regular meeting in May each year.
2. The election of officers shall be held at the annual organizational meeting. Nominations may be made by the members.

**CITY OF HARRISBURG
ADVISORY PARK AND RECREATION BOARD BYLAWS**

3. A candidate receiving a majority of the ballots cast by the members present shall be declared elected for a term of one year. A candidate member may vote in the election.
4. Officer vacancies shall be filled immediately for the remainder of the term in the same manner as in Section 3 (above).
5. In the event that all officers are absent from a meeting, an acting Chairman shall be elected for the meeting by the members present.

ARTICLE V – MEETINGS

1. Regular meetings of the Board shall be held at least once per quarter at a time, date, and place to be determined by the Chairman.
2. Special meetings shall be called by the Chairman. All members shall be notified at least twenty-four hours prior to a special meeting or as otherwise allowed by law for public meetings. Public notification shall be made in the usual manner and shall state the purpose, time, and place of the special meeting. A special meeting shall be limited to the purpose so stated. It is the duty of the Chairman to call a special meeting when so requested by a majority of the Board or the Council or by the Mayor.
3. All meetings shall be open to the public and may be continued to another specified time and place without additional publication.
4. The conduct of an open and orderly meeting shall be a duty of the Chairman. The Chairman may limit the time and relative content of any public testimony not germane to the issue being discussed.
5. The minutes, records, and all official actions of the Board shall be filed in the office of the City Finance Officer and shall constitute public record.
6. A quorum shall consist of a majority of the members of the Board. The number of votes necessary to transact business shall be a majority present, but not less than three or as otherwise provided by state law. Abstentions and refusals-to-vote shall not be counted as votes. Voting shall be by oral question and answer unless any member requests an oral roll call vote. The Chairman shall adjourn the meeting to a specified time and place if a quorum is not present.
7. Each member shall have one vote and must be present to vote.
8. Records of voting shall show:
 - A. The member making the motion.
 - B. The member seconding the motion.
 - C. The vote on the motion whether unanimous or of each member.

**CITY OF HARRISBURG
ADVISORY PARK AND RECREATION BOARD BYLAWS**

- 10.No votes may be made by proxy. Written communications from absent members shall be read to the Board by the Chairman.

ARTICLE VI – SUBCOMMITTEES

1. The Board or the Chairman may establish any such subcommittee as is deemed advisable. All recommendations or reports of such subcommittees shall be provided to the Board for vote or other action.

ARTICLE VII – AMENDMENTS

1. These Bylaws may be amended by a majority vote of the City Council. The Board may recommend Bylaw changes to the City Council, provided that the proposed changes have been submitted in writing to each member at least five days prior to a meeting. The five day period shall include said meeting date and shall not include the date said changes are mailed to the members.

APPROVED AND ADOPTED BY THE ADVISORY PARK AND RECREATION BOARD OF THE CITY OF HARRISBURG ON _____.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF HARRISBURG ON _____.