

**TITLE 2****BOARDS AND COMMISSIONS, ETC.****CHAPTER****1. PARKS AND RECREATION COMMISSION.****CHAPTER 1****PARKS AND RECREATION COMMISSION****SECTION**

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**2-101. Created, membership, organization, powers and duties.**

(1) Created. The Columbia Parks and Recreation Commission is hereby created.

(2) (a) Membership. The Commission shall consist of ten (10) members, two (2) from each City Council Ward, who shall be appointed from and reside in the respective wards of the city so long as he/she shall serve on the commission. Appointment shall be by the nomination of the council member from the respective ward, subject to approval by a majority vote of the city council. Terms of the members shall be three (3) years, except that the existing members of the Parks and Recreation Commission shall continue in office as provided below. Current members of the commission, shall by drawing, determine which three (3) shall serve to June 30, 2004, which three (3) shall serve to June 30, 2003, and which four (4) shall serve to June 30, 2002 provided, however, that the term of only one (1) from each ward shall expire in any year. Members shall be eligible for reappointment. All members shall serve without compensation.

(b) Disqualification. No person shall become or continue to be a commission member who is not in compliance with the foregoing subsection (2) (a), or who has violated any provision of this chapter or the City of Columbia Park Rules and Regulations as determined by the

commission, or who shall have been convicted of malfeasance or misfeasance, bribery or other corrupt practice or crime in relation to their duties as a commission member.

(3) Organization, powers and duties. The Columbia Parks and Recreation Commission shall serve as an advisory board to the director of parks and recreation, the city manager and the city council in any matters relating to the Parks and Recreation Department. The commission shall adopt rules for its conduct of business and shall keep a record of its actions, which shall be open to the public. (1968 Code, § 1-124, art. I, modified)

**2-102. Bylaws.** The parks and recreation commission shall adopt bylaws for the conduct of its work and scope of its authority as follows:

(1) The commission may, by majority vote, declare a vacancy of any position where a member has been absent for three (3) consecutive regular meetings.

(2) The director of parks and recreation shall be an ex officio member of the commission.

(3) The parks and recreation committee shall be authorized to recommend the establishment of fees and charges for certain sports activities, facilities, and programs subject to the approval of the city council. (1968 Code, § 1-124, arts. I and II, modified)

**2-103. Meetings.** (1) The commission shall meet at 6:30 P.M. on the second Monday of each month at the parks and recreation office unless otherwise ordered by the commission. All meetings of the commission shall be open to the public.

(2) Special meetings may be called by the chairperson or the director upon the request of at least three members of the commission.

(3) The regular meeting in July of each year shall be an organizational meeting for the purpose of electing and installing officers, and receiving the annual report of the parks and recreation department, which shall be presented by the director.

(4) At the regular meeting held in March of each year, the director of parks and recreation shall present a tentative budget for review and approval by the parks and recreation commission. The budget, as approved by the commission, along with any comments by the commission or the director, shall be submitted to the city manager and to the council as provided by the charter.

(5) Fifty percent (50%) plus one of the commission shall constitute a quorum.

(6) The order of business of the commission shall be as follows:

(a) Call to order.

(b) Roll call.

(c) Recognition of visitors.

(d) Reading and action upon the minutes of preceding meetings.

- (e) Chairperson's report.
- (f) Committee reports.
- (g) Parks and recreation department director's report.
- (h) Unfinished business.
- (i) New business.
- (j) Adjournment. (1968 Code, § 1-124, art. III, modified)

**2-104. Officers.** (1) The officers of the commission shall be a chairman and secretary who shall be elected at the organizational meeting in July to serve for two (2) years or until a successor shall be elected and qualified. Election of officers shall be by ballot, nominations having been made from the floor. A majority vote of those present shall be sufficient to elect officers.

(2) The chairperson, or person designated by the chairperson of the parks and recreation commission, shall preside at all meetings of the commission. The chairperson shall appoint all committees as approved by the commission, shall represent the commission at public affairs, and shall maintain the dignity and the efficiency of the commission at all meetings.

(3) The secretary, or a person designated by the commission shall prepare the minutes of the meetings of the commission. He/she shall read all official communications to the commission at each meeting, write correspondence as directed by the commission, maintain a file of important letters and maps and be responsible for the files for inspection by any commission member upon request. Minutes of previous meetings and the agenda of meetings shall be filed in the parks and recreation office and shall be provided to each commission member seven (7) days prior to the second Monday of each month. (1968 Code, § 1-124, art. IV, modified)

**2-105. Duties of members.** Each member of the commission shall take an active part in the commission's deliberation. Each member shall be responsible to review all park and recreation activities conducted by the commission and to provide suggestions to the commission in establishing new or revised programs. Any member of the commission may visit or inspect any recreation facility or equipment at any time and may report the results of such inspection to the Parks and Recreation Commission. (1968 Code, § 1-124, art. V)

**2-106. Committees.** (1) The chairperson shall appoint all committees as approved by the commission. Committees may be standing committees to continually review specific operations or functions of the recreation department, or may be special committees to investigate or recommend a particular subject. Special committees shall have a member of the commission as chairperson, but persons, not members of the commission, may be appointed to such special committees.

(2) The chairperson, secretary, an appointed commissioner, director of the parks and recreation department and such other commission members as

shall be designated by the commission shall constitute an executive committee who may act for the commission in an emergency. Any action taken by the executive committee shall be reported to the commission at the next regular meeting. (1968 Code, § 1-124, art. VI, modified)

**2-107. Fiscal management.** (1) The director of the parks and recreation department shall prepare an operating budget for presentation to the commission in March of each year. The commission may designate a special committee to work with the director during budget preparation. The budget, as approved by the commission, shall be submitted to the city manager and the city council as provided by city charter, along with any comments or suggestions of the commission or parks and recreation director.

(2) The purchasing authority of the director of the parks and recreation department shall adhere to the City of Columbia Purchasing Manual.

(3) The parks and recreation department may accept gifts or donations as approved by the commission.

(4) All financial affairs shall be under the general direction of the city recorder and the finance department director. All monies received by the department shall be deposited with the recorder and accounted for as directed by the recorder. The director as instructed by the finance department director shall prepare payrolls. (1968 Code, § 1-124, art. VII, modified)

**2-108. General duties and responsibilities of the director of parks and recreation.** (1) It shall be the duty of the director of parks and recreation to make recommendations to the commission for all full time staff. The director shall furnish the commission with a list of all employees, their duties and responsibilities, and inform the commission of changes. The director shall justify to the commission any increase in the number of employees prior to seeking city manager or council approval. The director shall consult the personnel department director before proceeding to the city manager in all cases where disciplinary action that might result in termination or extended suspension is contemplated against an employee.

(2) Prepare operating budget for each fiscal year to be presented to the commission at the March meeting.

(3) Keep account of expenditures by activities and furnish the commission a cost report when requested.

(4) Arrange such temporary help to support department activities.

(5) Make recommendations to the commission as to the purchase or construction of new or additional recreation equipment, facilities, or park sites.

(6) Recommend to the commission new activities that should be sponsored.

(7) Strive always to improve the recreation program.

(8) Present an annual report at the meeting in July.

(9) Present an annual inventory of equipment.

- (10) Attend all meetings of the parks and recreation commission as an ex officio member.
- (11) Be prepared to give a verbal or written report on activities.
- (12) Fix his signature of approval on all bills prior to presentation to the commission.
- (13) Conduct himself at all times in a manner befitting the position of director of parks and recreation.
- (14) Assume responsibility for the direction of all park activities.
- (15) See that recreation equipment, facilities, and park sites are kept in the best of repair.
- (16) See that all movable equipment is placed properly in storage.
- (17) Assume responsibility for the safety of all equipment.
- (18) Assume responsibility for the work, conduct and efficiency of all subordinate staff members.
- (19) Make needed purchases of equipment to support department activities.
- (20) See that the city receives full value for services requested or equipment purchased. (1968 Code, § 1-124, art. VIII, modified)

**2-109. General duties of commission members.** (1) Know why the department of parks and recreation exists and review the reasons.

- (2) Keep in touch with the community, to be progressive, yet practical.
- (3) Work with the staff as partners. Expect the director to recommend the plans of operation, financing, supervision and control.
- (4) Participate actively in meetings of the commission.
- (5) Make it a point to discuss the work of the department with citizens, community groups and the city council. Share reactions from the public.
- (6) Be acquainted with the tax resources of the community.
- (7) Be acquainted with the social resources of the community.
- (8) Set aside time to visit with the director and with other members of the commission and observe some of the activities conducted by the department.
- (9) Work with the director in the preparation of the department budget.
- (10) Be familiar with the recommended standards for a public recreation program, leadership and facilities.
- (11) Be involved in determining the operating policies of the department.
- (12) The only motive that a citizen should have in accepting an appointment to the parks and recreation commission is a desire to be of service to the community.
- (13) When deliberating parks and recreation issues, the commission shall strive to represent the overall interests of the entire community rather than personal interests or the interests of any particular individuals or groups.

(14) The commission shall act as a unified body. Differences of opinion amongst the members are expected, but when the commission has made a decision each member shall support and abide by that decision. (1968 Code, § 1-124, art. IX, modified)