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INTRODUCTION

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BY *Barbara Beed* DEPUTY

Revised April 10, 1997

The following guidelines are an attempt to outline the role and function of the Parks & Recreation Commission as an agency of Douglas County; the Commission's relationship to organized groups, the County administration and the general public; and how the Commission can function more effectively.

Recreational services are unique among the services provided by local government. Most government services are provided by legal mandate rather than personal option. Participation in recreational, cultural, hobby or leisure activities, and the use of park and recreational facilities are matter of free choice. The use of parks and recreational facilities are absolutely dependent upon an individual's attitude toward them. Unless people are convinced that quality services and facilities are being offered, and that they will gain enjoyment and satisfaction therefrom, they will not take advantage of the recreational opportunities offered.

It is a field where relationships with government entities and community groups are continuous, the collective judgment of an informed Parks & Recreation Commission is most valuable. Here, diverse public interests frequently must be reconciled. Cooperation between the County government, and the local school district is vital to the delivery of recreation programs. The Commission is the medium through which cooperative action in planning facilities, programs and operating policies is achieved.

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DOUGLAS COUNTY PARKS & RECREATION COMMISSION

BY-LAWS

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MISSION STATEMENT

The mission of Douglas County Parks & Recreation Department is to Continue to create and preserve quality parks and recreation opportunities, serving people of all ages and interest, that positively affect the community and enrich life.

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SUCCESS OF COMMISSION

The ultimate success of an advisory Parks & Recreation Commission depends upon the recognition and performance of the following four (4) factors:

1. The Commission must maintain a clear cut division of responsibilities between itself, and Douglas County Board of Commissioners (hereafter referred to as the BOARD) and the professional staff.
2. The Commission is responsible for advising on the basic policies which guide the Department in administration of the Parks & Recreation budget programs.
3. The Commission must recognize that its recommendations to the Board of County Commissioners and administrative staff will not always be followed.
4. The Commission, in making decisions or advising on policies must look at the total Parks & Recreation needs in Douglas County.

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I CREATION

A Douglas County Parks & Recreation Commission is created to act in advisory capacity in determining need for the County.

II MEMBERSHIP

The Douglas County Parks & Recreation Commission shall consist of seven (7) members, six (6) of whom shall be appointed by the Board. Members shall be appointed equally from Douglas County, three (3) members appointed from Carson Valley, and three (3) members from Lake Tahoe. The remaining member shall be a representative from the Douglas County School District Board of Trustees, appointed by the School Board. A Douglas County Board of Commissioner may serve as ex-officio member as determined by the Board, and in the event of appointment shall have all the powers and duties of the other members except to vote on any recommendation made by the Commission to the Board.

III QUALIFICATIONS

The qualification necessary to become a member of the Douglas County Parks and Recreation Commission is to be a resident of Douglas County.

Applications may be obtained from the County Manager's office at the Douglas County Administration Building.

IV APPOINTMENT-TERM-VACANCIES-REMOVAL-COMPENSATION

1. The members of the Parks & Recreation Commission shall be appointed by the Chairman of The Board of County Commissioners, with approval of the Board.
2. The term of each member shall be two (2) years.
3. Appointments to the Parks & Recreation Commission shall be staggered.
4. Vacancies occurring other than through the expiration of term shall be filled for the unexpired term in the same manner as set forth above.

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5. Members may be removed, after public hearing, by a majority vote of the Board for inefficiency, neglect of duty or malfeasance of office.
6. Members of the Parks & Recreation Commission shall serve without compensation.
7. If any member fails or refuses to attend two (2) consecutive regularly scheduled meetings or misses three (3) regularly scheduled meetings of the Douglas County Parks & Recreation Commission within a twelve (12) month period, the Board may remove him/her from office.

V ABSENCES

Regular attendance at meetings shall be expected of all members. The following procedure shall be followed in all cases of absence:

1. Two consecutive absences of a member from regular meetings shall require a satisfactory explanation to the Chairman of the Commission prior to the next regular meeting of the Commission.
2. Three consecutive absences from Commission meetings, with or without an explanation, shall be call for a recommendation to the Board that the member be removed from the Parks & Recreation Commission.

VI PARLIAMENTARY AUTHORITY

1. Robert's Rules of Order shall apply at any time that a matter under consideration is not covered by these By-Laws.
2. A quorum of four (4) members must be present for business to be conducted at a meeting of the Commission.
3. A majority vote of the quorum present of the Parks & Recreation Commission shall be necessary for any act of the Commission. A quorum shall consist of a simple majority of the Members of the Commission.

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VII CHAIRMAN AND OFFICERS

1. The Parks & Recreation Commission shall elect a chairman and vice-chairman from its membership with preference given to equal representation from the Lake and Valley.
2. The Parks & Recreation Commission shall create and fill such other offices as it may determine necessary.
3. Officers shall serve for a period of one (1) year commencing January of each year.

No officer may serve more than two (2) full consecutive terms, in addition to any partial terms, in the same office.

4. Elections will be held during the January meeting of each year.
5. Special committees may be appointed by order of the Chairman as need arises. Each committee so appointed shall be chaired by a Member of the Commission. All committee findings and recommendations are to be brought back to the Commission for their consideration prior to establishing policies or forwarding to the Board.

VIII MEETINGS AND RECORDS

1. Regular Meetings: Regular meetings of the Parks & Recreation Commission shall be held the 2nd Thursday of each month at 7:00 P.M.

Any change in date, place, or time of meeting shall be sent to all members in writing in accordance with the Nevada Open Meeting Law.

2. Special Meetings: Special meetings of the Parks & Recreation Commission may be called by the Chairman or by a quorum of the Commission members or by the Director of Parks & Recreation Departments. Notice of the special meeting must be made in accordance with the Nevada Open Meeting Law.
3. Meeting sites will usually alternate between the Carson Valley and Lake Tahoe on a monthly basis. Sites will be determined by the availability of meeting rooms in each area.

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4. The Parks & Recreation Director's office shall be responsible for keeping an official record of all minutes of the Commission meetings and attendance records of Members. In the absence of both the Chairman and Vice-Chairman, The Commission members in attendance shall call for the election of the Chair Pro-tem.

IX ADOPTION AND AMENDMENTS TO THE BY-LAWS

1. These By-Laws shall be adopted by a two-thirds vote of Members of the Commission.
2. Proposed amendments to these By-Laws may be submitted by Members of the Commission in writing at least one (1) month in advance of any regular meeting, and may be amended by a two-thirds vote of the members present at said regular meeting.

X DUTIES AND RESPONSIBILITIES OF THE COMMISSION

1. To act in an advisory capacity to the Board in promoting, aiding and encouraging public recreation, including the development of Parks & Recreation Facilities.
2. To act in an advisory capacity to the Director of Parks & Recreation on such issues as maintenance, development and operation of all county-owned or operated recreation areas and facilities.
3. To cooperate with other government agencies and civic groups in the advancement of sound Parks & Recreation planning and programming.
4. To review the programs of the Parks & Recreation Departments.
5. To promote the recreation program to public officials and to the general public in order that the Parks & Recreation program may receive adequate support from public and private sources.
6. To provide initiative in developing plans for future Parks & Recreation areas and facilities.

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7. To advise and consider staff recommendations to the Planning Commission and the Board on deviations from, alterations to, or additions to the master plan for Parks & Recreation.
8. To advise and consider staff recommendations to the Board regarding rates, tolls and charges for services and the use or availability of facilities.
9. To review, advise and consider the annual Parks & Recreation Department budget with the Parks & Recreation Director.
10. To encourage individuals and citizen groups to give funds, property, and manpower for the development and operation of the Parks & Recreation facilities.
11. To confer with the Board from time to time in an effort to work out a unified program of recreation and to facilitate a better understanding pertaining to the recreation needs of Douglas County.
12. To review contemplated contracts to the Parks & Recreation Department for the operation, construction and development of Parks & Recreation facilities.

REQUESTED BY
DOUGLAS COUNTY
IN OFFICIAL RECORDS OF
DOUGLAS CO., NEVADA

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LINDA SLATER
RECORDER

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CERTIFIED COPY

The document to which this certificate is attached is a full, true and correct copy of the original on file and on record in my office.

DATE: April 24, 1997
B. REED Clerk of the 1st Judicial District Court
of the State of Nevada, in and for the County of Douglas.
By Carol M. Mullock Deputy

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