

**BYLAWS**  
**OF**  
**WESTON PARKS AND RECREATION COMMISSION**

**INTRODUCTION**

1. The following are the bylaws written and adopted by the Weston Parks and Recreation Commission (hereafter referred to as “the Commission”) and approved by the Commission on the 6<sup>th</sup> day of February 2013.

The Weston Oregon City Council approved the bylaws on the 13<sup>th</sup> day of February, 2013.

**PURPOSE**

2. The purpose of the Weston Parks and Recreation Commission is to act as an arm of the City in planning and overseeing improvements to the park system in Weston. The Commission defined a “Park” as any outdoor recreational space within Weston City limits and any buildings on the site (e.g. Elliott Memorial Park has kitchen and bathroom facilities on the property). The Commission does not have the authority to make decisions without the approval of the City Council, but will identify problem areas, research solutions, and make recommendations to the City Council for approval.

**FISCAL YEAR**

3. The Fiscal year of the Commission shall run in conjunction with the City of Weston’s Fiscal year from July 1 – June 30<sup>th</sup>.

**COMMISSIONERS**

4. The Commission shall consist of seven members and two alternates.
5. Any resident or business of Weston, Oregon and environs of legal age (or with guardian consent) shall be eligible to be elected a Commissioner.
6. Commissioners shall be elected by the public present at the annual general meetings of the Commission for a term of three years.

7. At the annual general meeting of the Commission, Commissioners at the end of their term shall retire from office but shall hold office until the dissolution of the meeting at which their successors are elected. Retiring Commissioners shall be eligible for re-election.
8. In the event that a Commissioner resigns his/her office, the Commission will appoint one of the two alternates to fill the vacancy for the remainder of the term.
9. Commissioners who have or could reasonably be perceived to have a conflict of interest with respect to the affairs of the commission have a duty to declare this interest. A conflict of interest does not preclude one from serving as a director provided that he/she withdraws from decision making on matters pertaining to that interest and that such withdrawal is duly recorded.
10. Commissioners are not entitled to remuneration for service but may be reimbursed for reasonable expenses incurred at the conduct of their duties upon approval from the City Council. Reimbursement for such expenses must be approved by the City Council prior to the expense occurring. (E.g. approval for reimbursement for mileage or other expenses prior to making the trip).

#### **OFFICERS**

11. The officers of the Commission shall be a Chair, a Vice-Chair, a Secretary, and a Treasurer. The office of Treasurer and Secretary may be combined. Officer positions shall be re-elected annually.
12. The Commission may elect one of their number to be the Chair of the Commission. The Chair shall be responsible for the effectiveness of the Commission.
13. The Commission may also elect from their number a Vice-Chair. The Vice-Chair shall perform the duties of the Chair during the absence, illness, or incapacity of the Chair, or during such period the Chair may request him/her to do so.
14. There shall be a Secretary of the Commission who shall be responsible for the minutes of the meetings and shall perform such other duties as may be assigned to him/her by the Commission.
15. The Commission may also appoint a Treasurer who shall be responsible for overseeing financial management practices, insuring that the Commissioners understand the financial situation of the Commission and may carry out other such duties as the Commission may assign. This responsibility may also be combined with those of the Secretary if the Commission elects to do so. Each year the Commission will decide whether to combine or separate the positions of Secretary and Treasurer as appropriate.

## **COMMISSION MEETINGS**

16. The Commission shall hold public meetings as often as the business of the Commission may require but not less than quarterly.
17. Every Commissioner shall have one vote and there shall be no proxy voting.
18. In the event of a Commissioner's absence, he or she will be responsible for finding an alternate for the meeting. If a Commissioner cannot or will not find an alternate to fill in three times during his or her term, he or she will be replaced by appointment.
19. One of the two minimum Commission meetings must be the annual meeting to take place in July or August each year, discussing the previous year's annual report, electing Commissioners, and proposing any changes to the bylaws for consideration by the Commission.
20. Every meeting shall be posted at least three days in advance in at least three public places in Weston – City Hall, the Post Office, and the Library – but may be posted elsewhere in addition to these three locations. The notice must specify the date, place, and time of the meeting and in the case of special business, the nature of such business shall be given. When possible, the Commission shall make every effort to post the agenda in advance of the meeting.
21. The Chair, or in his/her absence, the Vice-Chair, or in the absence of both of them, any Commissioner appointed from among those members present, shall preside as Chair at public meetings.
22. The Chair shall have one vote. In the event of a tied vote, the motion shall be lost.
23. The Chair may, with the consent of the meeting, adjourn any meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting, other than the business left unfinished at the meeting from which the adjournment took place, unless notice of such new business is given to the public.

## **AUDIT OF ACCOUNTS**

24. The Commission is an arm of the City and as such, Commission accounts will be audited with the City's books at the end of each fiscal year.

## **MISCELLANEOUS**

25. The Commission must review these bylaws at the first annual meeting and propose any amendments to the bylaws at that time.

26. After the required review during the first annual meeting, any amendments to these bylaws may be proposed at the annual meeting or by special meeting, but will not take up time from other projects during general meetings.
27. Any amendments may be proposed and approved by the Commission, but must also be approved by the City Council in order to go into effect.
28. The Commission shall file with the City an annual financial statement and a list of its commissioners with their phone numbers, emails, addresses, occupations, employers, community affiliations, and dates of appointment or election. In the event of a mid-year change to the commissioners, the Commission has 14 days to notify the City of a change.
29. The Secretary of the Commission will type the meeting minutes and give them to the Chair and Vice Chair within two business days for approval. The Chair and Vice Chair have until the following Monday to approve or make corrections. If no corrections are requested, the Secretary will forward the notes to the City Council Liaison and City Clerk o present at the monthly City Council Meeting.
30. Any member of the public may inspect the annual financial statement or meeting minutes within one week of the meeting. To obtain a copy of the minutes, individuals should contact the City Council Liaison or the officers of the Commission.
31. The Commission must have approval from the City Council prior to applying for any grants or obligating the City in any way.
32. The Commission must likewise have its bylaws approved by the City Council before assuming any normal activities.