

**Parks and Recreation Commission  
Staff Report**

**Meeting Date:** June 4, 2013

**Agenda Item Number:** 4D

**Applicant:** Roger Moellendorf

**Request:** **For possible action** to amend the Parks and Recreation Commission Bylaws by deleting item 11a. regarding “appropriate attire.”

**General Discussion:**

Staff brought the new Parks and Recreation Commission mission statement and existing bylaws which were recommended for approval by the Commission to the Board of Supervisors for the Board’s approval on March 21, 2013. This was brought to the Board in accordance with the new “Carson City, Nevada Boards, Committees, and Commissions Policies and Procedures” which were approved by the Board on September 5, 2012. During discussion with the Board the Board directed staff to bring the bylaws back to the Commission with a recommendation from the Board that the Commission consider deleting item 11.a. regarding appropriate attire. The Board felt that this section was unnecessary and very subjective.

According to Section 8 of the Commission’s bylaws, an amendment to the bylaws can be proposed at any Commission meeting; however it cannot be voted on until the next meeting. All amendments must require an affirmative vote of 2/3<sup>rds</sup> of the total Commission membership in order to pass. This amendment was brought to the Commission as a proposal during the May 7, 2013 meeting

Attached as Exhibit A is Section 11.a. Conduct of Meeting from the Commission’s bylaws for reference.

**Recommended Action:** I move to amend the Parks and Recreation Commission Bylaws by deleting item 11a. regarding “appropriate attire.”

# CARSON CITY PARKS & RECREATION COMMISSION BYLAWS

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## 9. ATTENDANCE:

Regular attendance at meetings shall be expected of all members. In any calendar year, Commissioners shall attend a minimum of seventy-five percent (75%) of the scheduled regular Parks and Recreation Commission meetings, and shall exercise due diligence in attending special meetings, public hearings, workshops, and study sessions.

- a. Approval for excused absence may be granted to any member by a majority vote of the Commission. Should an absence be excused by the Commission for reasons of illness, death in the family, or an emergency, this will be recorded as an excused absence and will not reflect on the attendance record.
- b. Should a Commissioner miss a meeting for other reasons, the Commission may find that this is an excused absence, and it will not reflect on the attendance record. This discretion of the Commission is based on the Commissioner's overall attendance record.

## 10. QUORUM:

- a. A quorum shall be five (5) members of the Commission.
- b. To be considered an approval motion, a vote of a simple majority of the Commission present shall be required, unless a two-thirds vote is required for the action. A requirement for a two-thirds vote shall mean that six (6) Commissioners vote aye on the motion.

## 11. CONDUCT OF THE MEETINGS:

-  a. Commissioners shall attend the meetings in appropriate attire to represent the image and authority of the Parks and Recreation Commission.
- b. Commissioners shall arrive in a timely manner prior to the opening gavel.
- c. There shall be no smoking or consumption of alcoholic beverages in the Commission chambers during the Commission meeting.
- d. Commission meetings shall not take place without a representative of the Parks and Recreation Department present.
- e. It shall be the policy of the Commission that a representative of the District Attorney shall be present if the Chair or a Commissioner in consultation with the Chair and Parks and Recreation Director so request. Staff will always have the right to request District Attorney representation.

## 12. REPORTS AND MEETING PACKETS:

- a. The Director of the Park and Recreation Department shall cause to be prepared reports of the Parks and Recreation staff or Parks and Recreation Commissioner for each item for which a public hearing is scheduled.

Amended 3-5-13