

BY-LAWS OF THE CITY OF RENO RECREATION AND PARKS COMMISSION

(Adopted September 7, 2004)

Approved by City Council on September 22, 2004

Article I. Purpose

The purpose of the Recreation and Parks Commission (“Commission”) is set forth in RMC Sec. 2.08.080, as amended.

Article II. Parliamentary Authority

Roberts Rules of Order (Newly Revised) 9th Edition, or its successor edition, will be used when applicable, and when not inconsistent with these by-laws or the Nevada Open Meeting Law, NRS 241.010, *et. seq.* (“Open Meeting Law”).

Article III. Officers

Section 1: The officers of the Commission consist of a Chairperson and a Vice-Chairperson.

Section 2: The members of the Commission shall annually elect their officers from among its members in December. Officers shall serve for a term of one year commencing on January 1st. In the event of a vacancy in any office, the Commission shall elect a new officer from its members to fill such vacancy pending the annual election of officers.

Section 3: The Chairperson shall preside at all Commission meetings, call special meetings under the by-laws, sign Commission documents, represent the Commission before the City Council or other public body, and see that Commission actions are properly taken.

Section 4: The Vice-Chairperson shall assist the Chairperson in all of his/her duties and functions and shall serve as the Chairperson in the absence of the elected Chairperson. In the absence of both the Chairperson and the Vice-Chairperson, the members of the Commission shall elect a temporary Vice-Chairperson to carry out the duties of the Chairperson.

Section 5: The taking of the official minutes in accordance with the Open Meeting Law, shall be provided by the designated Parks, Recreation and Community Services Department staff liaison to the Commission, or his/her designee.

Article IV. Date, Time and Place of Meetings

Section 1: Regular meetings of the Commission shall occur once a month, no fewer than nine

times a year, and shall comply with the Open Meeting Law.

Section 2: Special meetings may be called by the Chairperson, any three Commission members, or upon the request of the City Council. A special meeting is held at a date and time different from a regular meeting and is convened to review important matters that may arise between regular meetings that require discussion or action. Special meetings must comply with the Open Meeting Law.

Section 3: When technically possible, teleconference attendance at meetings by members of the Commission will be permitted when a member is unable to attend the meeting and desires to participate via the use of teleconferencing and/or videoconferencing. If more than one member requests use of teleconferencing for a particular meeting, it will require the approval of the Chairperson to do so. When teleconferencing is used, facilities will be utilized which permit the public to hear and/or observe all telephonic and/or video conferencing.

Article V. Committees

If, in compliance with the Open Meeting Law, the Commission determines by a majority vote of the Commission that a committee should be created, the Chairperson shall appoint the members of the committee. Members of a committee need not be members of the Commission, with the exception of the committee chairperson, who shall be appointed from among the Recreation and Park Commission members. The committee chairperson shall be responsible for the minutes and other records and shall provide such records to the staff liaison and Commission Chairperson as soon as can reasonably be expected after each meeting of the committee.

Article VI. Resignation; absences; leave of absence

Section 1: Members desiring to resign shall submit in writing a resignation to the Chairperson, copied to the staff liaison and City Clerk. The resignation shall be effective upon receipt by the Chairperson.

Section 2: Members shall notify the Chairperson or the staff liaison at least 24 hours in advance of any meeting they will be unable to attend.

Section 3: Absence from three consecutive regular meetings shall be deemed as a resignation of Commission membership, and shall take effect immediately upon the adjournment of the third consecutive meeting.

Section 4: A member who has extenuating circumstances for non-attendance may ask for a leave of absence, not to exceed six months. Such leave may be granted by a majority vote of the Commission.

Article VII. Addressing the Commission

Section 1: Commission members desiring to speak shall address the Chairperson and, upon

recognition by the presiding officer, shall confine himself/herself to the question under debate, avoiding all personalities and indecorous language.

Section 2: A member, once recognized, shall not be interrupted when speaking unless it is to call the member to order. If a member speaking is called to order, the member shall cease speaking until the question of order is determined, and, if in order, shall be permitted to proceed.

Section 3: Any person wishing to address the Commission shall first secure permission of the presiding officer to do so.

Section 4: Interested parties, or their authorized representatives, may address the Commission by written communication in regards to matters under discussion. A copy of any written communication shall be provided to the Chairperson, staff liaison, and to the recorder, and included in the Commission's official minutes.

Section 5: During the proper time on the agenda, members of the public may address the Commission on any matter concerning the Commission's purpose, or any matter over which the Commission has control. Comments relating to a particular agenda item must be made when the item is heard by the Commission. Other communications, comments or suggestions from the public which are not related to an item included in the agenda elsewhere shall be heard by the Commission under Public Comment.

Section 6: Oral presentations given during the Public Comment section of the agenda or for any agenda item shall not be repetitious and shall be confined to three minutes maximum duration, unless the Chairperson or a quorum of the Commission grants additional time. No action shall be taken on issues raised under the Public Comment section of the agenda.

Article VIII. Decorum

Section 1: *By Commission Members.* While the Commission is in session, the members must preserve order and decorum. A member shall not unreasonably, by conversation or otherwise, delay nor interrupt the proceedings or the peace of the Commission nor disturb any member while speaking nor refuse to obey the orders of the Commission or its presiding officer, except as otherwise herein provided.

Section 2: *By Staff Members.* Employees of the City shall observe the same rules of order and decorum as those which apply to Commission members.

Section 3: *By Persons Addressing the Commission.* Each person who addresses the Commission shall do so in an orderly manner and shall not make personal, impertinent, slanderous, or profane remarks to any member of the Commission, staff or general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any Commission meeting shall, at the discretion of the presiding officer, be barred from further audience before the Commission during that meeting.

Section 4: *By Members of the Audience.* No person in the audience at a Commission meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet or other acts which disturb, disrupt or otherwise impede the orderly conduct of any Commission meeting. Any person who conducts himself/herself in the aforementioned manner shall, at the discretion of the presiding officer, be barred from further audience before the Commission during that meeting.

Article IX. Minority Reports

Section 1: Minority, as well as majority, reports of the Commission members may be presented to the City Council or other public agency.

Section 2: A minority report, however, must have been submitted at a regular meeting of the Commission and signed by the minority members.

Section 3: Upon request, the Chairperson shall permit any one of the signers of a minority report to make a presentation before the City Council or other public body.

Article X. Conflict of Interest

Conflict of interest as it relates to actions of the Commission is and shall be governed by the Code of Ethical Standards set forth in NRS 281.481 *et. seq.*, and Chapter 2.20 of the Reno Municipal Code, as amended.

Article XI. Amendment of Bylaws

These by-laws may be amended at any regular meeting of the Commission by a majority vote, provided that the amendment is subsequently ratified by the City Council.