

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 8, "PERSONNEL", OF THE CODE OF ORDINANCES OF THE CITY OF COLLEGE STATION, TEXAS, BY AMENDING CERTAIN SECTIONS AS SET OUT BELOW; PROVIDING A SEVERABILITY CLAUSE; DECLARING A PENALTY; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COLLEGE STATION, TEXAS:

PART 1: That Chapter 8, "Personnel", of the Code of Ordinances of the City of College Station, Texas, be amended as set out in Exhibit "A", attached hereto and made a part of this ordinance for all purposes.

PART 2: That if any provisions of any section of this ordinance shall be held to be void or unconstitutional, such holding shall in no way effect the validity of the remaining provisions or sections of this ordinance, which shall remain in full force and effect.

PASSED, ADOPTED and APPROVED this _____ day of _____, 2005.

APPROVED:

RON SILVIA, Mayor

ATTEST:

Connie Hooks, City Secretary

APPROVED:

E-Signed by Carla A. Robinson
VERIFY authenticity with Adobe®

City Attorney

EXHIBIT "A"

That Chapter 8, "Personnel", Section 2, "Parks and Recreation Board", of the Code of Ordinances of the City of College Station, Texas, is hereby amended by deleting Section 2 in its entirety and inserting the revised Section 2 as set out hereafter to read as follows:

"SECTION 2: PARKS AND RECREATION BOARD"**A. PURPOSE**

The "College Station Parks and Recreation Advisory Board", hereinafter referred to as the "Board", shall be composed of nine (9) members. The duties of said Board shall be to advise and recommend to the City Council on all matters to the establishment, maintenance, and operation of city parks and recreation programs for the CITY OF COLLEGE STATION and its inhabitants and to carry out other duties as may be assigned by the City Council.

B. TERMS OF OFFICE; VACANCIES

- (1) The terms of office for said Parks and Recreation Advisory Board shall commence on July 1st and shall be for two (2) years in length. The members of the Board shall be appointed by the City Council on a staggered basis with five (5) expiring in uneven years and four (4) expiring in even years. The Council shall appoint one (1) member to serve as Chairman. One (1) member will serve as Vice-Chairman on an annual basis, as selected by the Board at the July meeting.
- (2) Members appointed to fill vacancies on said board shall be for the remainder of the term of his predecessor.

C. TERMINATION

As stated in City Ordinance No. 2406, any board member appointed by the City Council shall forfeit that membership if absent for more than three (3) meetings in a twelve month period that are considered unexcused by definition, or twenty-five percent (25%) of the meetings, whichever is greater, in one appointment year, unless the absenteeism is for:

- (1) Vacation
- (2) Illness
- (3) Family Emergency
- (4) Jury Duty
- (5) Business out of town

Absenteeism may also be excused by the Board or by the City Council. If a member goes beyond this absenteeism limit, the City Council shall be advised to declare the position vacant and appoint a new member to fill the vacancy. Unexcused absences include failure to notify Chairman or Board Secretary of a valid reason or good cause for absence prior to a scheduled meeting.

D. ORGANIZATION

Said Board is authorized to establish its own rules, regulations, and by-laws subject to ratification by the City Council and shall provide for regular and special meetings necessary to carry on its business.

E. LIMITATIONS

The Board shall not be authorized to incur on behalf of the CITY OF COLLEGE STATION any expense incident to the operation of said Parks and Recreation programs, unless expressly authorized to do so by the CITY COUNCIL. The Board shall not knowingly conduct business that has been assigned by ordinance to any other governing or advisory board of the CITY OF COLLEGE STATION.

F. REGULAR MEETINGS

The regular meeting shall be held on the second Tuesday of each month at the hour of 7:00 p.m. unless otherwise designated in the Notice, and at such place as is designated in the Notice.

G. NOTICE OF MEETINGS

Notice of all regular meetings shall be delivered to each member of the Board at least seventy-two (72) hours prior to each meeting. Notice of all meetings and agendas shall be posted at City Hall and delivered to the news media in compliance with all state and local laws.

H. SPECIAL MEETINGS

Special meetings may be called at any time by the Chairman of the Board or by three (3) members of the Board.

I. PLACE OF MEETING

The place of the meeting shall be the location designated in the Notice.

J. QUORUM

Five (5) members of the Board shall at all times constitute a quorum.

K. RULES OF ORDER

General parliamentary rules, as given in Robert's Rules of Order, as modified by the rules and regulations of the Board shall be observed in conducting meetings of the Board.

L. ORDER OF BUSINESS

The following shall be the Order of Business of the Board, but the rules of order may be suspended and any matters considered or postponed by action of the Board:

- (1) Call to order.
- (2) Roll call and possible action concerning requests for absences.
- (3) Hear visitors.
- (4) Consideration of minutes of last regular meeting and of any special meetings held subsequently, and their approval or amendment.
- (5) Reports and Board action items.

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M. APPOINTMENT OF OFFICERS

The Council shall appoint one (1) member of the Board to serve as Chairman. One (1) member will serve as Vice-Chairman on an annual basis, as selected by the Board at the July meeting.

N. DUTIES OF THE BOARD CHAIRMAN

The Chairman of the Board shall preside at the meetings of the Board, and shall perform the other duties ordinarily performed by that officer. The Chairman shall prepare and present an annual report to the City Council stating significant accomplishments from the preceding twelve (12) months.

O. DUTIES OF THE VICE-CHAIRMAN

The Vice-Chairman of the Board, in the absence of the Chairman, shall perform all the duties of the Chairman of the Board. In the absence of both the Chairman and the Vice-Chairman, the Board shall elect a Chairman Pro Tempore who shall perform the duties of the Chairman of the Board.

P. DUTIES OF THE PARKS AND RECREATION DIRECTOR

The Director shall act as the Chief Executive Officer of the Board, but shall not be a member. The Director shall attend all regular meetings and participate in discussions, but shall not be entitled to vote.

Q. DUTIES OF THE SECRETARY TO THE BOARD

The Parks Staff Assistant shall act as the Secretary to the Board, but shall not be a member. The Staff Assistant shall prepare agendas, post the appropriate notices, notify Board members of all regular meetings at least seventy-two (72) hours prior to the meeting, transcribe minutes from regular and special meetings in which a quorum of the Board is present, and maintain the minutes and records of the Board in compliance with all state and local laws.

R. APPOINTMENT OF SPECIAL COMMITTEES

Special Committees shall be appointed by the Chairman for consideration and study of any matter not covered by the Board during regular or special meetings. The Special Committees shall report their findings to the Board.

S. AMENDMENTS

These by-laws may be amended at any regular meeting of the Board by a majority vote of the members present, provided previous notice of the nature of any proposed amendment shall have been given at least one regular meeting before the action thereon shall be taken.

These by-laws shall be automatically amended by any future ordinances passed by the City Council dealing with matters relating to the Parks and Recreation Board.”