

CITY OF BLOOMINGTON, MINNESOTA
PARKS, ARTS AND RECREATION COMMISSION
BYLAWS

Approved by the Parks, Arts and Recreation Commission on September 13, 2017

Approved by City Council on November 20, 2017

The following rules of procedure are adopted by the Parks, Arts and Recreation Commission (hereinafter called “PARC”) to facilitate the performance of its duties and the exercising of its functions as a commission created by the City Council under Chapter II, Section 2.86, of the Home Rule Charter of the City of Bloomington, Minnesota (1960).

Section 1. MEETINGS

- 1.1. Time and Day.** The PARC shall hold regular monthly meetings on the second Wednesday of the month. Study meetings may be scheduled on an as needed basis on the fourth Wednesday of the month.
- 1.2. Special Meetings.** Special meetings shall be held on other dates at the call of the chairperson of the PARC. The PARC shall not meet more than twice per month unless approved by the Council. The regular meeting in January of each year shall serve as the organizational meeting for the PARC.
- 1.3. Quorum.** A simple majority of the members then holding office shall constitute a quorum for the transaction of PARC business.
- 1.4. Decisions.** All questions presented for a vote of the PARC shall be decided by a simple majority of those present, with the exception of amendments to the bylaws, which shall require a two-thirds vote for final approval, with the first reading requiring a majority vote.
- 1.5. Membership.** The PARC shall consist of seven members, including one young adult (age 16 to 23), appointed by the Council with staggered terms of office. A youth member who exceeds 23 years of age will remain eligible to serve on the PARC

provided he/she maintains a full-time student status in an accredited post-secondary educational institution.

Section 2. ORGANIZATION

- 2.1. Election of Officers.** The members of the PARC, at their organizational meeting of each year, shall elect from their membership, by majority vote, a chairperson and a vice-chairperson to serve for the ensuing year. If the office of chairperson is vacated by resignation or any other reason, the vice-chairperson shall become chairperson and a new vice-chairperson shall be elected by a majority vote of the PARC membership. A vacation of the office of vice-chairperson shall also be filled by election. The Parks and Recreation Manager of the City or his/her designee shall be the secretary for the PARC.
- 2.2. Duties.** The members of the PARC, at their organizational meeting of each year, shall elect from their membership, by majority vote, a chairperson and a vice-chairperson to serve for the ensuing year. If the office of chairperson is vacated by resignation or any other reason, the vice-chairperson shall become chairperson and a new vice-chairperson shall be elected by a majority vote of the PARC membership. A vacation of the office of vice-chairperson shall also be filled by election. The Parks and Recreation Manager of the City or his/her designee shall be the secretary for the PARC.
- a. The chairperson shall preside at all meetings of the PARC and shall attempt to attend Council meetings when items relevant to the role of the PARC are before the Council.
 - b. The vice-chairperson shall perform the functions of the chairperson in the event of the latter's absence.
- 2.3. Secretary.** The secretary shall provide for a record of all proceedings of the PARC, shall transmit copies of such to all persons as directed by the PARC, and shall perform such other duties incidental to the efficient handling of the PARC business. At the direction of the chairperson, the secretary shall prepare the agenda for all meetings and shall be made available the same to all PARC members not less than three days prior to the meeting. Minutes of each meeting shall be made available to all members not less than three days prior to the next meeting. The secretary shall notify all members of regular, study and special meetings of the PARC. Agendas for PARC meetings and

minutes of the meetings shall be made available to the members of the Council in a timely manner. The Minutes of the PARC meetings shall note the attendance of members of the Council. A calendar of the Meetings of the PARC shall be sent to the Council on an annual basis.

2.4. Committees. Standing committees may be created by the PARC for each of the four areas of duties and responsibilities as defined in the City Code: Parks and Recreation Programs, Long-range Planning and Development, Revenue Facilities and Cultural Activities. At the January organizational meeting, the PARC chairperson shall appoint from the PARC standing committee chairpersons and standing committee members. In making committee appointments, the PARC chairperson shall take into consideration the individual preferences of each member. All standing committee appointments shall be for a period of not more than one year and in any event shall terminate on December 31 of that current year. Reappointment by the PARC chairperson to any standing committee may occur at the next January organizational meeting. At the request of the PARC, up to three members of the general public may be appointed by the Council to any of the standing committees. Such appointments shall terminate on December 31 of that current year or upon a decision of the Council after recommendation of the PARC.

Section 3. PROCEDURE

3.1. Rules. The PARC may pass such additional rules of procedure as it deems necessary to facilitate the performance of its duties and the exercise of its functions. Such rules shall, in the event of conflict, be subordinate to these bylaws. Except to the extent that these bylaws and any PARC rules of procedure apply, Roberts' Rules of Order, Revised shall govern the conduct of the meeting of the PARC.

3.2. Advisory to Council. The PARC shall be advisory to the Council and the PARC's duties and responsibilities shall include the following:

- a. Parks and Recreation Programs - The PARC shall review and evaluate park and recreation programs and how these programs can and do fulfill the existing and future needs of the City. The PARC shall be knowledgeable of park and recreation standards and shall evaluate the park and recreation programs and how they meet those standards. The PARC shall endeavor to foster equitable and compatible

working relationships between the City of Bloomington (hereinafter the “City”) and the Bloomington School District in the joint use of facilities as they regard park and recreation programs. The PARC shall foster equitable and compatible relationships with community organizations, neighborhoods and individual citizens regarding park and recreation programs. The PARC shall review policies pertaining to the Parks and Recreation Division of the City.

- b. Long-range Planning, Development and Finance - The PARC shall review and evaluate parks, recreation and arts financing methods as they relate to community needs. It shall study and evaluate future park plans for the City and shall plan for the continued maintenance and development of the City’s existing park land. The PARC shall take into consideration all county, state, and national parks and recreation plans.
- c. Revenue Facilities - The PARC shall review, study, and evaluate the use, operation, and need for revenue facilities in the City such as Bloomington Center for the Arts, Bloomington Family Aquatic Center, Bloomington Ice Garden and Dwan & Hyland Greens Golf Courses.
- d. Cultural Activities - The PARC shall study, review, and evaluate existing and future programs and facilities in the area of cultural activities as an important additional source of recreation for the people and shall study how these programs and facilities meet the cultural needs of the community.

3.3. Annual Work Plan and Annual Report. The PARC shall submit an annual work plan and an annual report from the previous year to the City Council by February of each year.

*Approved by the Parks, Arts and Recreation Commission
The 13th day of September, 2017.*

Approved by the City Council the _____th day of _____, 2017.