



Resolution 2014-09

STATE OF ALABAMA
JEFFERSON COUNTY
CITY OF CLAY

RESOLUTION TO APPROVE THE PARK COMMITTEE RULES

WHEREAS, the City Council recognizes the need for an approved set of rules for the Park Committee; and

WHEREAS, the Park Committee has submitted the attached rules for approval.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clay that the attached rules for the Park Committee are hereby approved; and

ADOPTED AND APPROVED, this 8th Day of May, 2014.

Charles K. Webster
Mayor

Attest: _____
Ronnie Dixon
City Manager

PARK COMMITTEE
RULES

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ARTICLE I. AUTHORITY AND SCOPE

Section 1. Authority and Name

These rules have been prepared and adopted under the authority of City of Clay Ordinance 2004-19.

Section 2. Purpose and Scope

The general purposes of the Committee are set forth in City of Clay City Ordinance 2004-19. The Committee's more specific responsibilities include:

1. To hold meetings and invite public input in the development of park facilities, park activities and park uses and programs.
2. To make recommendations to the City Council regarding the development of park facilities, park activities and park uses and programs.
3. To approve any change in the park such as fences, lights, lay-out of athletic fields, walking tracks/trails, playgrounds, etc.
4. To approve and develop rules and regulations deemed necessary for the wholesome, fair, and safe use of all park facilities.
5. To identify recreational needs and interests of the community and to develop appropriate and necessary means of meeting such needs and interest.
6. To generate public and municipal interest in and support of Committee sponsored park and recreational activities, projects and activities.
7. All Committee actions shall be subject to City Council approval.

ARTICLE II. ORGANIZATION AND OPERATION

Section 1. Officers and Directors

The officers of the Committee will be a Chairman, Vice-Chairman and Secretary. The term of office for each will run continuously for one (1) year or until a successor is elected and qualified. In the event of an officer(s) resignation or death, the Committee will hold a vote and fill the vacancy within thirty (30) days.

Section 2. Membership

The Committee shall consist of five (5) members, be residents living within the city limits of the City of Clay, and shall be appointed by the governing body of the City of Clay following an interview of the perspective member by the current members of the Park Committee.

Members of the Committee first shall be appointed as follows: One for a term of one year; One for a term of two years; One for a term of three years; One for a term of four years; One

for a term of five years. As the terms of members expire, their successors shall be elected for terms of five years each.

Vacancies in unexpired terms shall be filled in the same manner as original appointments are made.

Members are expected to attend and participate in all meetings and hearings held by the Committee unless some unavoidable circumstance makes attendance impossible. Members who find that they will be unable to attend a meeting should so notify the recording secretary and the Chairman. A member who misses three (3) consecutive meetings without notifying the recording secretary or Chairman shall be required to explain the reasons for such absences or to submit a letter of resignation.

Resignations from the Committee shall be made in writing to the Chairman who will then forward a copy of the letter of resignation to the Mayor. The Mayor shall name a replacement as soon as possible to serve for the balance of the term of office of the resigned member.

Section 3. Duties of Officers

The Chairman shall preside at all meetings and hearings of the Committee, and shall have the duties normally conferred upon such office by parliamentary usage. The Chairman shall also have the power to call special meetings, appoint committees, and perform such other duties as may be prescribed by these rules.

The Vice Chairman shall act for the Chairman in the latter's absence, and in doing so shall have all the power ascribed to that office.

The Secretary shall sign and/or attest all official documents requiring the signature of the Chairman and another officer; and shall ensure that a public record of the Committee's transactions, resolutions, findings, and determinations is being properly maintained.

Section 4. Meetings

Regular Meeting. Regular meetings of the Committee shall be held on the second Monday of each month at 6:00 p.m. All business that is to come before the Committee shall be turned in to the chairman, or in his absence the vice chairman, by no later than the last day of the prior month

Quorum. A majority of the Committee's members, namely three members, shall constitute a quorum. A quorum must be present before business can be transacted.

Special Meetings. Special meetings may be called by the Chairman as necessary. All members of the Committee shall be notified of special meetings at least 48 hours prior to the time at which they are to take place.

Executive Sessions. All meetings and hearings of the Committee shall be open to the public.

ARTICLE III. CONDUCT OF MEETINGS

Section 1. Order of Business

At the regular monthly meetings of the Committee the order of business shall be as follows

Roll call and establishment of a quorum

Consideration of minutes of the previous meeting

Chairman's report

Director's report

Citizen Communications (This allows the Chairman to recognize anyone who wishes to address the Committee on a topic that is not on the agenda)

Old Business (Consideration of items that have been carried over from previous meetings)

New Business (Consideration of and action on the items that are on the current agenda)

Other Business (This allows the Chairman, any other member of the Committee, or staff to raise any matters they feel should be brought to the Committee's attention)

Adjournment

The overall order of business, or the order of consideration of items within the categories of business, can be changed upon passage of an appropriate motion or resolution by the members present.

Section 2. The Agenda

Regular Meetings. For the regular monthly meetings of the Committee the main portion of the agenda is new business. The agenda for this portion of the meeting can be formulated in either of two ways, as follows:

1. The items of business can be placed on the agenda in the chronological order in which they were received.
2. Items can be grouped according to type.

In some circumstances the Committee may want to change the order in which items are addressed. For example, if there is a controversial item on the agenda that has attracted a large crowd of interested people, the Committee may want to consider these alternatives:

1. The controversial item can be moved to the top of the agenda. This has the advantage of addressing this item first, having the large crowd leave, and moving through the rest of the meeting in relatively calm and rapidity. The disadvantage is that all the people present for relatively routine matters have to sit through the lengthy and contentious arguments.

2. The controversial item can be moved to the end of the agenda. The routine matters can then be dealt with, and the people present for them can leave. This alternative, however, has the disadvantage of having a large group of people getting increasingly restive as a series of routine matters are addressed.

Any changes to the order of new business or to the overall order of business shall be made only upon the approval of an appropriate motion by the members of the Committee.

Section 3. Rules for Public Comment

The Chairman shall advise all parties interested in addressing the Committee, to direct their comments and questions to the Chair, and to refrain from arguing or debating back and forth among the audience.

All persons wanting to make a statement to the Committee shall first be recognized by the Chairman, give their name, address and affiliation for the record, and then make their statement.

When large groups of people are present wanting to address an agenda item, the Chairman may (1) request that a group select one or two spokespersons to present their views, and (2) establish appropriate time limits for individuals to present their comments, such limits to apply equally to all parties addressing the Committee.

The Chairman shall make all reasonable efforts to ensure that everyone addressing the Committee keeps their statements relevant to the item and to avoid being repetitive.

The Chairman shall make all reasonable efforts to maintain order and decorum in the meeting, and shall have the right to terminate the meeting in the event that the proceedings become unruly and unmanageable.

Section 4. Motions and Resolutions

Motions and resolutions are the official record of the Committee's actions. They should, therefore, state the findings and reasons supporting the action being taken; and any conditions attached to the decision should be clearly and precisely described.

Section 5. Voting

Once a motion has been made, seconded, and discussed it shall be decided by a vote of the members present. Since it is a public body, the votes of the individual members of the Committee must be identified to those present at the meeting and in the minutes. If a vote is unanimous, it can be shown as such. If there is a split vote the Chairman shall call for a roll call and the ayes and nays shall be identified.

Section 6. Adjourned Meetings

The Committee may adjourn a regular meeting if all the business cannot be disposed of during the time allotted. In such case, the time and place at which the meeting will be continued shall be announced at the time of adjournment. Provided there is no change in the announced time and place of the adjourned meeting, no further notification shall be necessary.

Section 7. Deferral and Continuance

There may be times when the Committee members feel that they are not ready to make a decision and need more time to consider an item of business. Reasons for such hesitation could include the need for additional information, the presentation of information during the

meeting which was not previously available and which raises new and significant issues to be considered, or the need to include other parties not currently represented in the discussions.

In these cases the Chairman can entertain a motion to defer action, to table, or to continue the hearing. This motion should specify the reason(s) for deferral or continuance; and, most importantly, state the time and place when the matter will be brought up for further review and/or action. If it is not possible to determine the place and time of the deferred or continued meeting, the names and addresses and phone numbers of all interested parties present should be obtained so that they can be notified when the time and place have been set.

Section 8. Minutes

The minutes are the official record of the Committee's deliberations and decisions. They should record the discussion and the actions taken in sufficient detail so that anyone can understand the nature of the discussion, the major issues and questions addressed; and, especially discern the relationship between the action and the preceding discussion. The action should be the logical culmination of all that has gone before.

The draft minutes shall be distributed to each Committee member prior to the next meeting. At the next meeting the minutes shall be considered as an item of business, amended as necessary, and approved.

Following approval one copy of the minutes shall be signed by the Chairman and the Secretary and filed as a permanent and official record in the Commission's office.

Section 9. Parliamentary Procedures

Decision making by the Committee should be made using acceptable rules of parliamentary procedure. To this end the Committee shall use the latest edition of Robert Rules of Order as the guide for its deliberations, motions, and resolutions. In addition, both the Chairman and Vice Chairman should be generally familiar with Robert's Rules, and a copy of the latest edition shall be available for use at every meeting.

ARTICLE IV. CONDUCT OF MEMBERS

Section 1. Conflict of Interest

Certain activities of the Committee may pose a potential conflict of interest between a member's business or personal affiliations and his or her participation on the committee. Committee members should use professional, ethical judgment to avoid any real or perceived conflicts of interest. In conducting business, Committee members are expected to behave in a manner consistent with the ALA Code of Ethics.

The Committee must act at all times in the best interests of the Committee and not for personal or third-party gain or financial enrichment. Specifically, members of the Committee shall:

- not abuse their Committee membership by improperly using their Committee membership or for their personal or third-party gain or pleasure, and shall not represent to third parties that their authority as a Committee member extends any further than that which it actually extends;
- not engage in or facilitate any discriminatory or harassing behavior directed toward any other Committee members, meeting attendees, suppliers, contractors, or others in the context of activities relating to committee;

- not solicit or accept gifts, gratuities, free trips, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment without fully disclosing such items to the Committee;
- provide goods or services to the City of Clay as a paid vendor in the context of activities relating to the Committee only after full disclosure to, and advance approval by the Committee and City Council and pursuant to any related procedures of the City of Clay;
- not persuade or attempt to persuade any sponsor, supplier, contractor, or any other person or entity with an actual or potential relationship with the City of Clay to terminate, curtail or not enter into its relationship with the City of Clay, as it relates to parks and recreation activities.

When encountering potential conflicts of interest, Committee members shall identify the potential conflict, report the potential conflict to the Committee Chairman and, as required, remove themselves from all discussion and voting on the matter.



I, the undersigned City Manager of the City of Clay, Alabama, do hereby certify that the above and foregoing is a true copy of Resolution 2014 - 09 lawfully passed and adopted by the City Council named therein, at a regular meeting of such Council, and that such resolution is on file in the City Manager's Office.

I further certify that said Resolution was posted as required by State Law at the following locations: Chalkville Regions Bank; Clay City Hall; Clay Post Office and the Clay Seniors Center all being in the City of Clay.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City on this 9th Day of May, 2014.

Ronnie Dixon
City Manager