

## BY-LAWS OF THE PARKS & OPEN SPACES ADVISORY BOARD

### AS USED BY THESE BY-LAWS, UNLESS A DIFFERENT MEANING CLEARLY APPEARS FROM THE CONTENT:

1. "Board" shall mean the Parks & Open Spaces Advisory Board of the city of Mineola, Texas.
2. The fiscal year shall begin October 1<sup>st</sup> and end September 30<sup>th</sup>.
3. The "Board" was established at the regular City Council meeting of the City of Mineola on April 24, 2006 by Resolution No. 06-04-24A Advisory Board members will be appointed by the Mineola City Council as prescribed by Resolution No. 06-04-24A and amended on October 5, 2020 with Resolution No. 20-10-5. As defined and updated by City Resolution No. 20-10-5, the mission of the Board is to advise the Council on matters pertaining to the City's natural resources, the City's open spaces, and the City's parks. Particularly, the Board shall assist the City Council in the planning, development and the use of the open spaces and parks consistent with the Parks and Open Spaces Master Plan previously adopted or updated by the Council Council.
4. Eligibility for Board members subject to Mineola Code of Ordinance, Chapter 2, Article V-Boards. **(This section of the Mineola Code of Ordinance, will have to be also changed to reflect any changes in number of boards and area which they reside if City Council chooses to make any new changes.)**
5. Advisory board members will be voted on by City Council for a two (2) year term with reappointment for additional (2) years terms with no term limits as approved by City Council.
6. Per City of Mineola Code of Ordinance, Chapter 2, Article V-Board, any board member that fails to attend at least two-thirds of the meetings for any six-month period will be considered voluntary resignation.
7. **Ex-Officio members shall serve on the Board as staff. They will be the City Manager or City Director as approved by City Manager.**
8. The Board shall elect annually a Chairman, a Vice-Chairman and Secretary who will serve for a period of one (1) year.
9. A Majority of the Voting Board shall constitute a Quorum for the transaction of business.
10. The meeting time and dates will be set by agreement of the Board.

11. Voting members shall be limited to the original seven ~~(7) Board~~ (to 9 Board) members approved by the City Council, or a successor thereto. The Seven board members are selected as follows according to Resolution 20-10-5.
12. Advisory Board members must show interest in parks & open spaces and or nature in general and must reside within the ~~Mineola Independent School District~~ (change to all the zip code Mineola area 75773).
13. No relatives of a current board member of Parks & Open Spaces Advisory Board will be consider for appointment (relative defined as persons related within the first degree by consanguinity or affinity and include spouse, father, mother, son, daughter, brother or sister).
14. A special meeting of the Board may be called by the Chairman, Vice-Chairman, City Manager or designee director.
15. These Bylaws may be amended at a regular meeting of the Advisory Board by a Majority vote of the Board. City Council will make final approval of amended by-laws at regularly held or special city council meeting.

#### **REQUIREMENT OF BOARD MEMBERS:**

Each Advisory Board Member should have or provide:

1. A demonstrated interest in the program's purpose and its goals.
2. Specific experience in and / or knowledge of administration, finance, program development, advertising, public relations, business activity, parks development ,communications, tourism, fundraising, events, and / or economic development.
3. The Program of the Board shall consist of policy planning, development, and implementation of both short & long term range sets of goals with final approval by City Council. Board member shall participate in a minimum of two (2) major project or events annually as needed.
4. Minimum of 2-8 hours per month as needed.

#### **BOARD MAJOR RESPONSIBILITIES:**

Board Members are jointly responsible for:

1. **Policy planning, development, and implementation.**
  - Adopting policies which determine the purposes, governing principles, functions, activities, and courses of action of the program.

- Advising the City Manager or designee director on the planning, implementation, and growth of the program.
- Assisting the City Manager or designee director on the development of an annual work plan for the program.
- Providing liaison between the Advisory Board and other organizations and agencies.
- Establishing and / or continuing the legal existence of the program.
- Ensuring that the program fulfills legal requirements in the conduct of its business and affairs.
- Adopting and administering by-laws as approved by City Council.
- Conducting all meetings under proper parliamentary procedures.

2. **Chairperson's Responsibility:**

- Work with City Manager or designee director to set agendas for board meetings and minutes ready to present.
- Conduct meetings in accordance with Robert's Rules of Order
- Bring forward all issues at board meetings for board discussion and vote.
- Appoint chairpersons of committees not otherwise assigned as needed. The Chairperson and City Manager or designee Director is a member of ex-officio of all committees.

3. **Vice-Chairperson Responsibility:**

- Assume responsibility and duties of Chairperson when the Chairperson cannot be present at the board meeting.

4. **Secretary Responsibilities:**

- Take minutes at all regular and called meetings.
- Provide meeting notes to City Manager or their designee director for a copy in time to be ready to email to board members prior to set meetings.
- Be prepared to read minutes of prior meeting(s) as needed at board meetings.

5. **Public Relations:**

- Defer to the City Manager or their director designee when appropriate as a single point of contact for the Board Program.
- Understanding and interpreting the Program's Work to the Community.
- Giving sponsorship and prestige to the program and inspiring confidence in its activities.
- Serving as advocates of Economic Development through Nature Tourism and Quality of Life for the City of Mineola.
- Serving as ambassadors in promoting the goals and activities for the City of Mineola.

### **INDIVIDUAL STANDARDS:**

#### **A responsible Board Member:**

- Supports Board decisions, even when he or she may differ personally with the majority decision.
- Is loyal.
- Understands the mission of the Board and promotes the goals and activities of the Board.
- Attends all Board Meetings, unless excused by Chairman or City Manager/Director.
- Willingly contributes knowledge, labor and resources to the Board. Spends a minimum of 2-8 hours per month as needed.
- Does not interfere with the day-to-day administration of the Program respecting the need for the Program to be administered by appropriate city Personnel.
- Offers opinions honestly, without reservation and in a constructive way.
- Does not commit more time to the Program than he or she can realistically afford.
- Promotes unity within the organization and seeks to resolve internal conflicts.
- Encourages staff and advisory board members to express their opinions openly in board meetings.

**ADVISORY BOARD STANDING COMMITTEES AS NEEDED:**

- Planning Committee
- Funding, Grants and Contribution Review Committee
- Historical Committee

1. **Planning Committee:**

Shall consist of three (3) members appointed by the Chairperson; Functions of the Committee are:

- Assimilate data with regard to the Program for the creation of dynamic and flexible planning. Formulate plans that will project current and future goals with regards to priorities and reasonableness. Plans will be used to implement individual goals that are included in comprehensive goals.
- Using the City Council Master Plan, with updates, as the primary basis for consideration, recommend an approach to the board to accomplish the needs of the Program.
- Maintain a priority listing of current and future requirements and projects that define estimate of cost, time and priorities.
- This plan will be included as an addendum to this manual after review by the Board and approval by the Council;

2. **Funds, Grants and Contributions Committee:**

Shall consist of three (3) members appointed by the Chairperson of which at least one will be a member of the Board and Chairperson of the committee; Functions of the Committee are:

- Identify potential sources of income and assistance in order to facilitate the Program.
- In conjunction with available expertise, review all documentation submitted to the Board for consideration.
- Conduct and maintain a comprehensive list of contacts as potential source of assistance to the Board and to the Program.
- Initiate and submit grants that have been reviewed and approved by the Board and City Council.

3. **Historical Committee:**

Shall consist of two subcommittees of three members each appointed by the Chairperson; a Subcommittee on Items of historical or particular significance and a

Subcommittee for Documentation of historical significance. Each subcommittee chairperson shall be a member of this Board. Functions of the Committee are:

Subcommittee on Items of historical or particular significance:

- Identify Physical items of historical significance that should be retained and preserved.
- Generate, update, and maintain a catalog of items identified as historical interest.
- Recommend to the City Council the transfer of items to other entities, such as a local museums.
- Ensure that future development does not impact items or areas of significant interest.

Subcommittee on Documentation of historical significance:

- Identify sites and subjects of historical significance that should be recorded, retained and preserved
- Generate, update, and maintain a record of sites and subjects of historical interest.
- Recommend to the city council identified subject matter that may be worthy of national, state or local historical markers, signage, or annotation.

The foregoing By-Laws were updated and duly approved and recommended by the Parks & Open Spaces Advisory Board during the regular board meeting held September 17, 2020 and was adopted by the Mineola City Council at their regular held meeting on October 5, 2020 , and hereto adopted as the official rules governing this Advisory Board.

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Parks & Open Spaces, Chairman

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Date Amended By-laws passed

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Mayor of Mineola

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Date Amended By-laws passed

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City Manager & Director of Parks & Open Spaces