

ITASCA COUNTY PARK AND RECREATION COMMISSION
CONSTITUTION AND BYLAWS

Adopted August, 1978

Revised January, 1979

Revised November, 1981

Revised February, 1985

Revised July, 1997

Revised December, 2001

Bylaws Revised May, 2011

Constitution Revised June, 2013

Bylaws Revised 2018

Itasca County Park and Recreation Commission

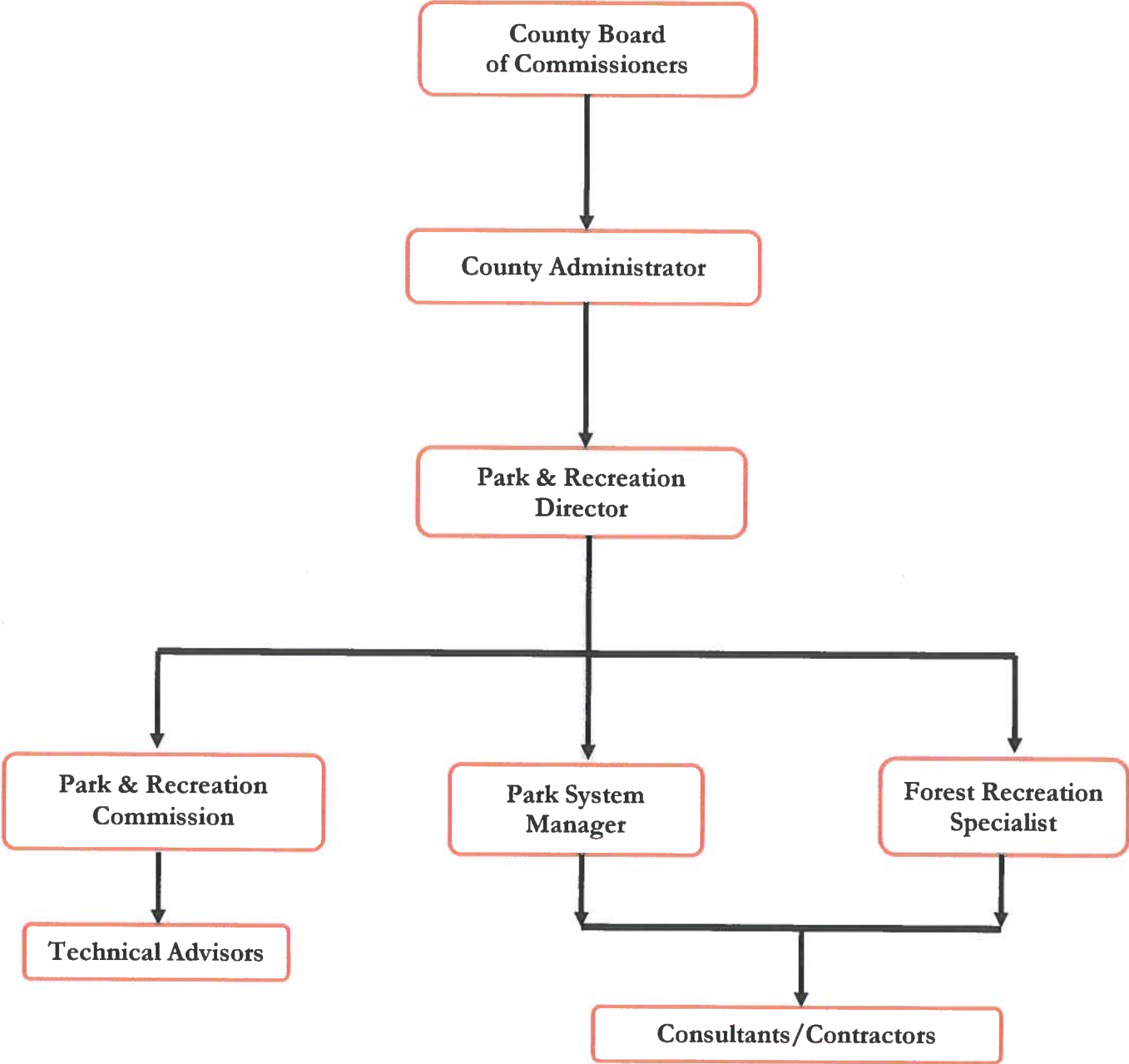
Courthouse

Grand Rapids, MN 55744

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**Itasca County
Park and Recreation Commission
Organizational Flowchart**



ITASCA COUNTY
PARK AND RECREATION COMMISSION ORDINANCE
CONSTITUTION

ARTICLE I

NAME

The name shall be Itasca County Park and Recreation Commission, referred to as the Commission in this document.

ARTICLE II
LOCATION

The principal office and location of the Commission shall be in the Itasca County Courthouse at Grand Rapids, Minnesota.

ARTICLE III
PURPOSE

The purpose for which this commission is organized shall be as follows:

1. To serve as an advisory body providing recommendations to the County Board of Commissioners and Park and Recreation Director on matters pertaining to the planning, programming, evaluating, and funding of park and recreation facilities and programs in accordance with M.S. 398.31 to 398.36.
2. To serve as a coordinating body for the recreation needs of all citizens without regard to ethnic origin, sex, creed, age and disability. Coordination shall be carried out in response to the expressed needs of local citizens (see the Itasca County Recreation Resources Plan & Itasca County Comprehensive Land Use Plan) and with the financial and human resources available and under authorities granted by the County Board and applicable statutes.
3. To encourage and promote development of recreation facilities and services when they are in the best interest of local citizens and cannot be adequately or economically provided by the private sector.
4. To recommend priorities, with the advice and assistance of technical advisors, for the development, operation and maintenance of recreation areas, facilities and programs as outlined in the Itasca County Recreation Resource Plan & the Itasca County Comprehensive Land Use Plan.
5. To work together with public land managers to insure appropriate measures are taken in resource management plans to provide recreation opportunities.

ARTICLE IV
COMMISSION MEMBERS

1. The Commission shall be composed of nine (9) members.
2. One (1) member shall be appointed from each County Commissioner District in so far as possible, insuring county-wide geographic representation.
3. Four (4) members at-large shall be appointed by the County Board of Commissioners.

ARTICLE V
AFFILIATIONS


1. The Commission or any of its members may be represented on various local, state, and national groups as determined and approved by the Park and Recreation Commission.
2. Funds to finance such representation may be included in the County Park System budget.

ARTICLE VI
AMENDMENTS

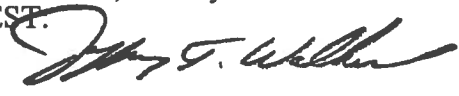
The Constitution shall be amended as follows:

1. By official notice of the proposed changes mailed to the Commission members ten (10) days prior to the date of the meeting when the changes will be voted on.
2. Two-thirds (2/3) of the Commission members quorum present and voting shall be required to approve changes in the Constitution.
3. Any changes in the Constitution must be presented at a specially called public hearing, with final approval by the County Board of Commissioners.

ITASCA COUNTY, MINNESOTA



Mark Mandich, County Board Chairman
ATTEST:



Jeffrey T. Walker, County Auditor

BY-LAWS

ARTICLE I

PARK & RECREATION COMMISSION TERMS OF OFFICE

- Section 1. Park and Recreation Commissioners (here after known as Commissioners) shall be appointed for one (1) three (3) year term and may be reappointed for one (1) additional consecutive three (3) year term by the County Board of Commissioners. Upon serving two (2) consecutive terms a member becomes eligible to serve one (1) year after their last term expires.
- Section 2. One-third (1/3) of the Commission members terms shall expire each year.
- Section 3. Vacancies on the Commission shall be filled as follows:
1. From Commissioner districts
 - a. By appointment of candidates as approved by County Board of Commissioners.
 2. From at-large
 - a. By appointment by the County Board of Commissioners.
 3. In the event a Commission member moves his or her residence to a different commissioner district than the one to which he or she was originally appointed (Commissioners at-large excepted), he or she shall be permitted to serve out the remainder of his or her current term of office and shall continue to represent the district for which he or she was originally appointed.
 - a. When a member's term expires, and there is no immediate replacement available, that current member may continue to serve until a replacement has been selected.
- Section 4. Duties of Commission Members
1. The Commission serves as an advisory body providing recommendations to the County Board of Commissioners and Park and Recreation Director on matters pertaining to the planning, programming, evaluating and funding of park and recreation facilities and programs in accordance with M.S. 398.31 to 398.36., as outlined by Article III of the Constitution.
 2. It is the duty of commission members to fully participate in the activities of the Commission. **In the event a member is absent without valid reason from three or more consecutive meetings, the member may be asked to tender a resignation.**
 3. Commission members will notify the chairperson or the Park System Manager of an anticipated absence as soon as possible before the next upcoming meeting.

ARTICLE II
EX-OFFICIO AND TECHNICAL ADVISORS - DUTIES

- Section 1. Ex-officio members will serve on the Commission as long as their office or department has a relationship to the work or responsibility of the Commission.
- Section 2. Technical advisors will be consulted at such times and opportunities as needed.
- Section 3. Ex-officio members and technical advisors shall not vote nor hold office in the Commission.
- Section 4. Ex-officio members may be consulted for their expertise and experience appropriate to the development of solutions to problems facing the Commission.
- Section 5. Staff may assist with other duties, e.g., notifying time and date of Commission meetings, preparing and distributing copies of the agenda to Commission members, providing copies of minutes of Commission meetings to the Commission members, and provide safekeeping of all documents of the Commission.

ARTICLE III
OFFICERS TERMS OF OFFICE - DUTIES

- Section 1. The officers shall be elected for one (1) year terms and may be re-elected for additional terms for the same office.
1. These Officers of the Commission shall be:
 - a. Chairman
 - b. Vice Chairman
 - c. Secretary/Treasurer
- Section 2. All officers are responsible for carrying out the duties of their respective offices according to the job description pertaining to that office.
- Section 3. The Chairman's duties:
1. Chief executive officer of the Commission.
 2. Chairman and presider at Commission meetings.
 3. Chairman and presider at Executive Committee meetings.
 4. To appoint all committee chairmen and members with the approval of the Commission.
 5. To serve as an ex officio member of all committees and task force groups.
 6. To supervise and consult with all committee chairmen unless this responsibility is delegated to other officers.

7. To communicate and consult with Park and Recreation Director on work objectives and departmental goals.
8. To assign special duties and responsibilities to the Vice Chairman.
9. To perform such other duties usually pertaining to that office.

Section 4. The Vice Chairman's duties:

1. To perform the duties of the Chairman in the absence, resignation, or disability of that officer.
2. To provide counseling and administrative assistance to committees and task force groups as directed by the Commission Chairman.

Section 5. The Secretary/Treasurer's duties

1. The Secretary's duties:
 - a. To keep record of the proceedings of all Commission meetings.
 - b. Conduct the general correspondence of the Commission.
 - c. To accept and perform such other duties as may be assigned by the Chairman.
 - d. To keep the Commission informed of yearly schedule and be of assistance to each Officer as needed.
2. The Treasurer's duties:
 - a. At present the Commission handles no money directly, as Park System sets the budget yearly. If in the future the commission has need of a treasurer the duties will be defined at that time.

ARTICLE IV ELECTIONS - VOTING

Section 1. Election of officers shall be held at the Commission's annual meeting.

1. A slate of candidates for the various offices shall be prepared by the all Commission members for the annual election. Nominations for any office may be made by any voting member from the floor, at the January meeting.
2. In the event of a vacancy in any office, a special election shall be held at any meeting during the year, unless such vacancy occurs in January, in which case the election shall be held at the annual meeting.

Section 2. Voting

1. The nine (9) appointed members of the Commission shall have voting privileges.
2. Ex-officio members shall not have voting privileges.

3. Each Commission member shall be entitled to one (1) vote on any motion or candidate.
4. Voting on candidates for Commission officers shall be by ballot, unless only one person is nominated, at which time a call for a White Ballot may be done.
5. Voice vote shall be called for in the conduct of regular business. Major and monetary matters shall be by roll call vote.
6. Any Commission member may call for a written ballot.

ARTICLE V
COMMITTEES AND TASK FORCE - DUTIES

- Section 1. Executive Committee shall be composed of the Chairman, Vice Chairman, and Secretary/Treasurer.
1. The Executive Committee shall have the authority to act for the Commission in the interim periods between Commission meetings and in emergency situations.
 2. The Executive Committee shall report to the Commission members any action they have taken at the next regularly scheduled meeting of the Commission.
- Section 2. All committees shall have a chairman, and may have other officers, plus regular members and such citizen task forces as needed. All committee members shall have voting privileges on proposals under consideration by the committee.
- Section 3. Committee duties: each committee and task force will prepare a plan of work in harmony with the objectives as outlined in the Park Commissions plan of work, the Recreation Resource Plan, and the Comprehensive Land Use Plan.
1. The plan of work shall include Projects Description, keeping adequate records of their activities.
 2. Preparing an annual written report or record.
 3. Committee and/or task forces may make media and public announcements regarding their plans and projects only when specific approval is given by the Commission.
- Section 4. Each committee and task force may have the assistance of the Chairman and ex officio and technical advisory members who may provide administrative and expertise service to the committee.

Section 5. Each committee and task force may prepare an annual budget request at the beginning of the administrative year and forward it to the Executive Committee for review and recommendations.

ARTICLE VI MEETINGS AND QUORUMS

Section 1. Meetings:

1. The Commission shall meet monthly on a date mutually agreed upon by the Commission members.
2. All official meetings of the Commission may be held in various parts of the county and will be open to the general public.
3. Commission committees and/or task forces will meet as often as necessary to accomplish their objectives.
4. The annual meeting of the Commission shall be the February meeting and shall include election of officers, annual reports of committees and/or task forces, financial reports, and discussion of programs of work for the new administrative year.

Section 2. Quorum:

1. A quorum necessary for the conduct of official commission business shall be 51% of appointed commissioners.
 - a. Absent members may participate remotely.
2. A quorum necessary for the conduct of Executive Committee meetings shall be a simple majority of members.
3. Committee meetings shall also require one-third (1/3) of the committee members present for a quorum.

ARTICLE VII COMMISSION YEAR

Section 1. The fiscal year of the Commission shall be January 1 through December 31.

ARTICLE VIII PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order shall be used to govern parliamentary procedures in all meetings of the commission and shall determine all points pertaining thereto, not covered by this constitution and bylaws.

Section 2. The Commission chairman or any committee chairman may, if desired, appoint a parliamentarian to assist in conducting of a meeting.

ARTICLE IX
AMENDMENTS

Section 1. These bylaws may be amended at any regular meeting of the Commission by a majority vote of a quorum of the Commission.



Park & Recreation Commission Chair

March 14, 2018
Date