

**PARK AND RECREATION COMMISSION - CONSTITUTION AND BYLAWS**

ITASCA COUNTY PARK AND RECREATION COMMISSION  
CONSTITUTION AND BYLAWS

Adopted August, 1978

Revised January, 1979

Revised November, 1981

Revised February, 1985

Revised July, 1997

Itasca County Park and Recreation Commission

Courthouse

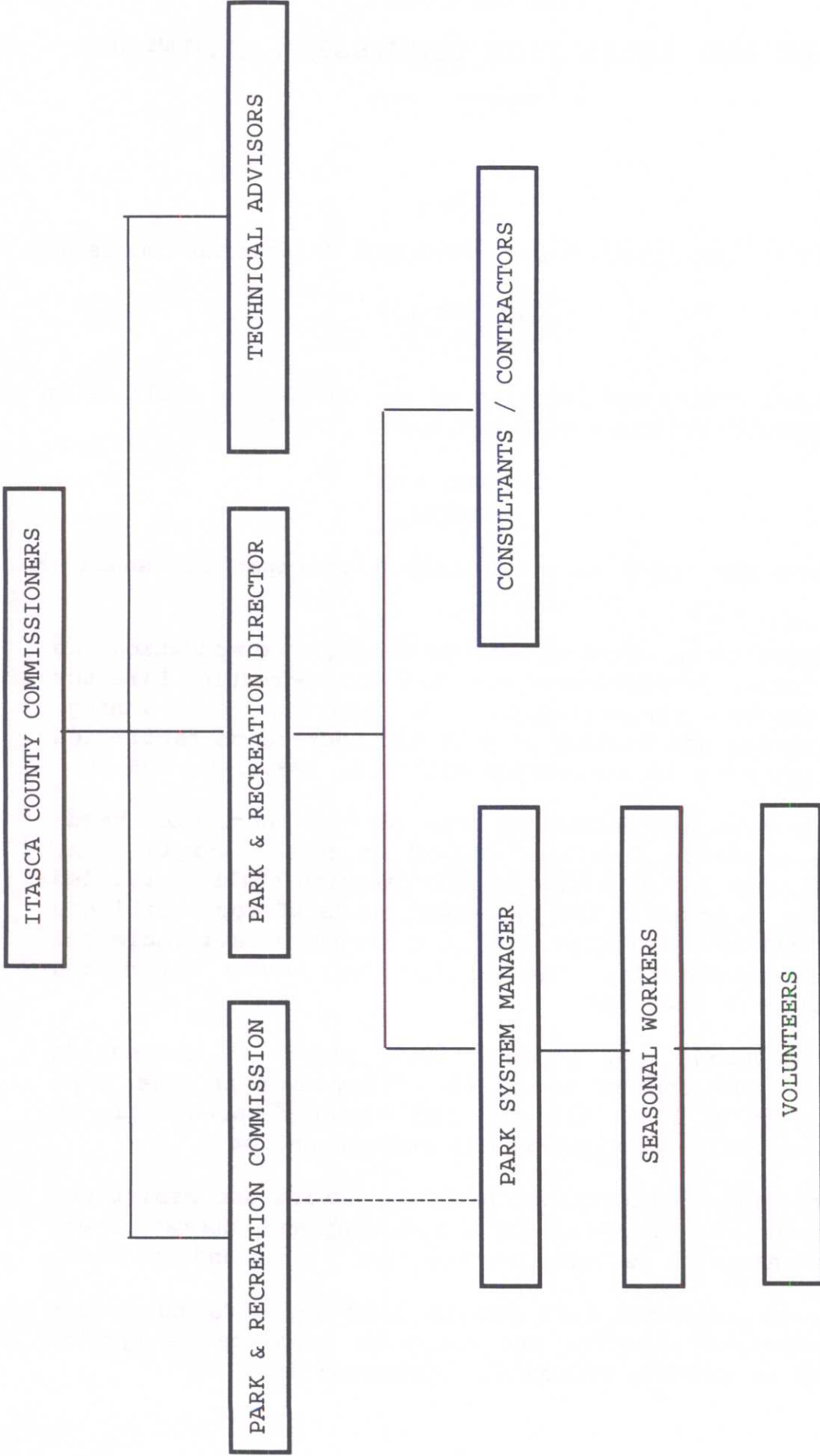
Grand Rapids, MN 55744

**PARK AND RECREATION COMMISSION - CONSTITUTION AND BYLAWS**

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<u>CONSTITUTION</u>	Contains the general statements regarding the Commission's purpose and methods of operation. Since the provisions are of general or basic nature, it is a more difficult process to amend them.	
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BYLAWS	Composed of more specific statements, such as: days, months, time, actual duties, and responsibilities. Therefore, provision is made for the section to be amended more quickly and easily.	
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# PARK AND RECREATION ORGANIZATIONAL CHART



**PARK AND RECREATION COMMISSION - CONSTITUTION AND BYLAWS**

ITASCA COUNTY

PARK AND RECREATION COMMISSION ORDINANCE

CONSTITUTION

ARTICLE I  
NAME

The name shall be Itasca County Park and Recreation Commission.

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 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 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

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technical advisors, for the development, operation and maintenance of recreation areas, facilities and programs.

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 recommended by the Park and Recreation Commission for appointment by the County Commissioners.

ARTICLE V  
AFFILIATIONS

1. The Commission or any of its members may be represented on various local, state, and national groups as determined by the 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 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

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County Commissioners.

ITASCA COUNTY, MINNESOTA

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Thomas Saxhaug, County Board Chairman

ATTEST:

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Robert Zuehlke, County Auditor

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BY-LAWS

ARTICLE I  
COMMISSION TERMS OF OFFICE

Section 1. 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 Commissioners.

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:

- A. From Commissioner districts
  - (1) By appointment of candidates by County Commissioners.
- B. From at-large
  - (1) By recommendation of candidates from the Commission to the County Commissioners for their appointment.
- C. 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.

Section 4. Duties of Commission Members

- A. The Commission shall serve as an advisory body and resource to the county Commissioners and Park and Recreation Director in matters of planning, programming, evaluating, and funding of park and recreational facilities and programs.
- B. It shall be the duty of commission members to

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fully participate in the activities of Commission. In the event a member is absent without valid reason from three or more consecutive meetings, the member shall be asked to tender a resignation.

**ARTICLE II**

**EX OFFICIO AND TECHNICAL ADVISORS - DUTIES**

- Section 1. Ex officio members shall 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 shall 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 shall be consulted for their expertise and experience appropriate to the development of solutions to problems facing 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 one (1) additional one (1) year term for the same office.
- Section 2. All officers shall be 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 shall be:
  - A. Chief executive officer of the Commission.
  - B. Chairman and presider at Commission meetings; preparing and distributing copies of the agenda to Commission members.
  - C. Chairman and presider at Executive Committee



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meetings.

- D. To appoint all committee chairmen and members with the approval of the Commission.
- E. To serve as an ex officio member of all committees and task force groups.
- F. To supervise and consult with all committee chairmen unless this responsibility is delegated to other officers.
- G. To communicate and consult with Park and Recreation Director on work objectives and departmental goals.
- H. To assign special duties and responsibilities to the Vice Chairman.
- I. To perform such other duties usually pertaining to that office.

Section 4. The Vice Chairman's duties shall be:

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

Section 5. The Secretary's duties shall be:

- A. To keep record of the proceedings of all Commission meetings.
- B. To provide copies of minutes of all Commission meetings to the members.
- C. To provide for the safekeeping of all documents of the commission.
- D. Conduct the general correspondence of the Commission.
- E. To notify the members of the Commission of the date and time of their meetings.
- F. To accept and perform such other duties as may be assigned by the Chairman.

Section 6. The Treasurer's duties shall be:

- A. To keep adequate financial records of the Commission's operation.
- B. To prepare appropriate financial statements for Commission members at their regular meetings and be prepared to give interpretive data on these

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statements.

- Section 7. The immediate Past Commission Chairman shall:
- A. Serve as Past Chairman until the current Chairman becomes the immediate Past Commission Chairman.
  - B. Be available as a resource person to the Commission and for special assignments.

ARTICLE IV  
ELECTIONS - VOTING

- Section 1. Election of officers shall be held at the Commission's annual meeting.
- A. A slate of candidates for the various offices shall be prepared by the Nominating Committee for the annual election. Nominations for any office may be made by any voting member from the floor.
  - B. 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. Selection of Commissioner-at-large shall be held at the November meeting.
- A. A slate of candidates for Commissioner-at-large shall be prepared by the Nominating Committee. Nominations may be made from the floor by any voting member. The candidates selected shall be recommended for appointment by the County Commissioners.
  - B. In the event of a vacancy in a Commissioner-at-large position, a special selection shall be made at any meeting during the year, unless the vacancy occurs in September or October, in which case the selection will be made at the November meeting.

- Section 3. Voting
- A. The nine (9) appointed members of the Commission shall have voting privileges.
  - B. Ex official members shall not have voting privileges.

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- C. Each Commission member shall be entitled to one (1) vote on any motion or candidate.
- D. Voting on candidates for Commission members at-large and officers shall be by ballot.
- E. Voice vote shall be called for in the conduct of regular business. Major and monetary matters shall be by roll call vote.
- F. Any Commission member may call for a written ballot.

ARTICLE V

STANDING COMMITTEES AND TASK FORCE - DUTIES

Section 1. All committees shall have a chairman, vice chairman and secretary, 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 2. Committee duties: each committee and task force shall prepare a "plan of work" at the beginning of each administrative year, which is in harmony with the objective and "plan of work" of the Commission. Included are:

- A. Job Description.
- B. Projects designed to fulfill the purpose and responsibilities of the committee.
- C. Keeping adequate records of their activities.
- D. Preparing an annual written report.
- E. Committee and/or task forces may make media and public announcements regarding their plans and projects when specific approval is given by the Commission.

Section 3. Each committee and task force shall have the assistance of the Chairman and ex officio and technical advisory members who shall provide administrative and expertise service to the committee.

Section 4. Each committee and task force shall prepare an annual budget request at the beginning of the administrative year and forward it to the Budget and Finance Committee for review and recommendations.

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- Section 5. Executive Committee shall be composed of the Chairman, Vice Chairman, Secretary, Treasurer, and immediate Past Commission Chairman.
- A. The Executive Committee shall have the authority to act for the Commission in the interim periods between Commission meetings and in emergency situations.
  - B. The Executive Committee shall report to the Commission members any action they have taken at the next regularly scheduled meeting of the Commission.

- Section 6. Nominating Committee
- A. The Nominating Committee shall prepare an annual slate of candidates for the following:
    - 1. Four (4) at-large Commission members
    - 2. Four (4) officers:
      - a. Chairman
      - b. Vice Chairman
      - c. Secretary
      - d. Treasurer
  - B. The Nominating Committee shall secure the prior consent of each candidate before placing names on the nomination slate.
  - C. The Nominating Committee shall present the slate of officers for election at the annual meeting of the Commission, and for the at-large members at the November meeting of the Commission.

ARTICLE VI  
MEETINGS AND QUORUMS

- Section 1.
- A. The Commission shall meet monthly on a date mutually agreed upon by the Commission members.
  - B. All official meetings of the Commission shall be held in various parts of the county and be open to the general public.

- Section 2. Commission committees and/or task forces shall meet as often as necessary to accomplish their objectives.

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Section 3. 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 4. Quorum:

- A. A quorum necessary for the conduct of official commission business shall be five (5) of appointed commissioners.
- B. A quorum necessary for the conduct of Executive Committee meetings shall be a simple majority of members.
- C. 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 those members present.