

**BY-LAWS
OF THE PARKS AND RECREATION COMMISSION
OF THE CITY OF MARBLE FALLS, TEXAS**

In addition to these by-laws, the Commission shall be governed by City Charter and Code of Ordinances of the City of Marble Falls, Texas.

ARTICLE I: RULES OF THE COMMISSION

Section 1. Purpose

The "Marble Falls Parks and Recreation Commission" hereinafter referred to as the Commission, shall be composed of seven (7) regular members and two (2) special cemetery members. The duties of the said Commission shall be to advise and recommend to the City Council on all matters to the establishment, maintenance, and operation of the city cemetery and city parks and recreation programs for the City of Marble Falls and its inhabitants, to study and recommend establishment of additional land and sites for improving recreational facilities, and to carry out other duties as may be assigned by the City Council.

Section 2. Appointment; Tenure

The regular members of such Commission shall be appointed by the Mayor and City Council. Unless terminated as provided below, they shall hold their office for a term of two (2) years, with four (4) of the regular members terms expiring on odd numbered years and the other three (3) of the regular members terms expiring on even numbered years. Special cemetery members shall hold their office for a term of two (2) years, with one (1) of the member's term expiring on odd numbered years and the other member's term expiring on even numbered years. All members must be residents of the City of Marble Falls, and cannot serve on plural City commissions simultaneously. All members shall serve without compensation.

Section 3. Vacancy in Membership Due to Absenteeism

Any appointed member of the Commission who fails to attend three (3) regular meetings in succession without notifying the Chair in advance or who does not attend at least sixty (60) percent of the regularly scheduled board meetings within a twelve-month period will be considered to have automatically resigned from the Commission.

Section 4. Organization

Said Commission is authorized to establish its own constitution and by-laws as may be deemed proper, not inconsistent with the ordinances and the Charter of the city and laws of the state; and shall provide for regular and special meetings necessary to carry on its

own business, separate and apart from the City of Marble Falls, except as herein provided.

Section 5. Limitations

The Commission shall not be authorized to incur on behalf of the City of Marble Falls any expense incident to the operation of said parks and recreation programs, unless expressly authorized to do so by the City Council. The Commission shall not knowingly conduct business that has been assigned by ordinance to any other governing or advisory body of the City of Marble Falls.

ARTICLE II: MEETINGS

Section 1. Regular Meetings

The regular meeting shall be held on the first Monday of each month, at the hour of 12:00 P.M. at a place designated in the call.

Section 2. Notice of Meetings

Notice of all regular Commission meetings shall be delivered or deposited in the mail to each member of the Commission at least seventy-two hours prior to each meeting. Notice of all meetings shall be posted at City Hall and delivered to the news media in compliance with all state and local laws.

Section 3. Special Meetings

Special meetings may be called at any time by the Chair of the Commission or by three (3) members of the Commission.

Section 4. Place of Meeting

The place of regular meetings shall be at Marble Falls City Hall unless otherwise stated in the call.

Section 5. Quorum

A majority of the currently appointed members of the Commission shall constitute a quorum.

Section 6. Rules of Order

General parliamentary rules, as given in Robert's Rules of Order, as modified by the rules and regulations of the Commission shall be observed in conducting meetings of the Commission.

Section 7. Order of Business

The following shall be the Order of Business of the Commission, but the rules of order may be suspended and any matters considered or postponed by the action of the Commission.

1. Call to Order
2. Updates, presentations, and recognitions
3. Citizen's Comments
4. Consideration of minutes of last regular meeting and any special meeting held subsequently and their approval or amendment
5. Discussion and action items
6. Director's Report
7. Commissioner's Comments
8. Adjournment

ARTICLE III: OFFICERS

Section 1. Appointment of Officers

The Commission shall elect from its members a Chair and a Vice-Chair from among its membership, and each officer shall hold office for one year or until replaced by a simple majority vote of the Commission.

Section 2. Duties of Chair of the Commission

The Chair of the Commission shall preside at the meetings of the Commission, and shall perform the other duties ordinarily performed by that officer.

Section 3. Duties of the Vice-Chair

The Vice-Chair of the Commission, in the absence of the Chair, shall perform all duties of the Chair of the Commission. In the absence of both the Chair and the Vice-Chair, the Commission shall elect a Chair Pro Tem who shall perform the duties as Chair.

Section 4. Duties of the Parks and Recreation Director

The Parks and Recreation Director shall not be a member of the Commission. The Director shall attend all regular meetings and will be responsible for preparing the agenda for regular and special meetings.

ARTICLE IV: COMMITTEES OF THE COMMISSION

Section 1. Appointment of Special Sub-Committees

Special Sub-Committees shall be appointed by the Chair for consideration and study of any matter not covered by the Commission during regular or special meetings. The special committee shall report their findings to the Commission.

ARTICLE V: SPECIAL CEMETERY BOARD MEMBERS

Section 1. Role and Responsibility of Special Cemetery Board Members

Special cemetery board members are appointed to represent city cemetery business only. Special cemetery board members will participate only in those Commission Meetings with cemetery business; and shall be allowed to debate, make motions, and vote on cemetery business only. There shall be no less than two Parks and Recreation Commission meetings per year for the majority of cemetery business; and others as needed. Special cemetery board members do not have term limits.

ARTICLE VI: AMENDMENTS

Section 1. Amendments

The by-laws may be amended at any regular meeting of the Commission by a majority vote of the members present, provided previous notice of the nature of any proposed amendment shall have been given at least one regular meeting before the action thereon shall be taken. The by-laws shall be automatically amended by any future ordinances passed by the City Council dealing with matters relating to or applicable to the Parks and Recreation Commission.

First Reading – December 6, 2010

Approved this 3rd day of January, 2011.


Chair Bob Fallis


Vice-Chair Wendy Fitzer


Place 1, Commissioner Ronelda Wendler

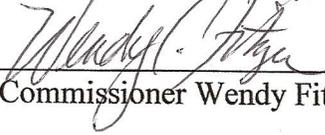

Place 2, Commissioner Pamela Parsons


Place 3, Commissioner Royce Smith


Place 4, Commissioner Bob Fallis



Place 5, Commissioner Bern Myers



Place 7, Commissioner Wendy Fitzer



Place 6, Commissioner Leta Stevenson-Smith