

## **EXHIBIT “A”**

### **CHAPTER 32: PARKS & RECREATION COMMISSION**

#### **Rules and Regulations**

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**Exhibit “A”**  
Chapter 32.07 Parks and Recreation Commission

§ 32.01 NAME.

The name of the Commission shall be the “City of Depoe Bay Parks and Recreation Commission” (hereinafter referred to as “Commission”).

§ 32.02 PURPOSE.

In partnership with the community, the Commission is committed to enhancing the quality of life in Depoe Bay through the promotion of parks and recreation facilities and programs, including programs for senior citizens. The Commission will assist the City in creating and developing parks and facilities and in implementing programs which will provide for greater leisure, and educational opportunities for the Depoe Bay residents.

The Commission’s goals include promoting the development of parks, encouraging recreation and leisure time activities in the community as a whole, and assist in the administration of the overall vision and master plan for the development of future parks.

The Commission shall work with members of the community to receive their input on park, recreational, and senior issues.

§ 32.03 MEMBERSHIP.

Membership shall consist of seven (7) members to be appointed by the City Council, not more than two (2) of whom may be non-residents of the City of Depoe Bay. Members shall serve a for (4) year term and may seek reappointment upon the conclusion of their term.

§ 32.04 ATTENDANCE.

If any member is absent from three (3) regular meetings consecutively, except under emergency circumstances, or shall be absent from fifty percent (50%) of the meetings held during any six-month period for any reason, that member’s seat may be deemed vacant by the City Council. Any member of the Commission may be removed by a majority vote at any time without cause.

§ 32.05 TERMINATION OF MEMBERSHIP.

All members serve at the pleasure of the City Council and may be removed during a term. Membership in the Commission shall automatically terminate upon any of the following occurrences:

- The expiration date of the term of membership;
- The member has three (3) unexcused absences per fiscal year from regular Commission meetings without cause and/or without notifying the President or City staff.
- The member has a less than 60% attendance record each fiscal year (includes excused and

unexcused absences);

- The member fails to attend one Commission training each term;
- Upon removal by a majority of the City Council, with or without cause;

#### § 32.06 RESIGNATION.

Any Commission member may resign at any time by giving written notice to the City Recorder of the City of Depoe Bay and the president of the Commission. Any such resignation shall be effective upon receipt or upon any date specified therein. The acceptance of such resignation shall not be necessary to make it effective.

#### § 32.07 VACANCIES IN OFFICE.

Any vacancy in the Commission shall be filled by appointment made by the City Council for the unexpired portion of the term.

#### § 32.08 COMPENSATION OF MEMBERS.

The members of the Commission shall receive no compensation as such, except as the City Council may approve reimbursement to Commission members for out-of-pocket expenses.

#### § 32.09 ORGANIZATION OF THE COMMISSION.

President and Vice President: At the first meeting of the year, the Commission shall elect a president and a vice president from its membership. They shall hold office at the pleasure of the Commission.

The president shall preside over all Commission meetings. The vice president shall preside over the meetings in the absence of the president. The president and/or vice president shall perform such other duties on behalf of the Commission as imposed by the Commission or ordinance.

A vacancy in any office of the Commission may be filled by appointment through a majority vote of the Commission. The member appointed to such vacancy shall serve for the remainder of the term of the officer he or she replaces. If both the president and the vice president's offices are vacant, then the Commission will appoint a member to serve as president pro tem for the purposes of conducting meetings and elections.

#### § 32.10 QUORUM.

A majority of the Commission membership shall constitute a quorum for the purpose of conducting Commission business, exercising its powers and all other purposes.

#### § 32.11 VOTING.

The concurrence of a majority of the members present at a Commission meeting shall be necessary to decide any question before the Commission.

#### § 32.12 MEETING TIME & PLACE.

The Commission shall meet regularly at least once each month. The regular meeting place of the Commission shall be as designated by the Commission from time to time as needed to conduct business.

#### § 32.13 SPECIAL MEETINGS.

Special meetings may be held upon call of the president or vice president acting on the behalf of the president or of the majority of the membership of the Commission, for the purpose of transacting any business designated in the call, after notification of all members of the Commission by written notice personally delivered or mailed at least 72 hours before the time specified in the notice of the meeting. At such special meeting, no business other than that designated in the call should be considered.

#### § 32.14 MEETINGS TO BE OPEN AND PUBLIC.

All meetings of the Commission and its standing committees shall be open and public to the extent required by the Oregon Public Meetings Law. All persons shall be permitted to attend any such meetings, except as otherwise provided by law.

#### § 32.15 ATTENDANCE AT MEETINGS.

All members of the Commission shall be required to attend all Commission meetings unless such member has been excused from participation.

#### § 32.16 EXCUSED ABSENCES.

A member's absence from a meeting shall be excused if, prior to the meeting from which a member will be absent, the member notifies the president or City staff of his/her intent to be absent. At each meeting, after the meeting has been called to order, the president shall report to the Commission the name of any member who has so notified the president or staff of his/her intent to be absent.

#### § 32.17 ORDER OF BUSINESS.

The order of business shall be established by the Commission. Agendas shall be published and posted in compliance with applicable state and local laws and rules. Provisions will be made for citizens with disabilities by contacting City staff.

#### § 32.18 LOCATION OF BUSINESS RECORDS.

The records and official papers of the Commission shall at all times, during reasonable business hours, be subject to inspection by any Commission member, City Council, or members thereof.

The records and papers of the Commission shall be retained and disposed of in accordance with the Oregon Public Records Act, and shall be housed in the office of the City.

#### § 32.19 COMMISSION PROCEDURES.

The Commission may make, establish and alter rules and regulations for its governance and procedure consistent with the laws of the State of Oregon and with the Charter and Ordinances of the City of Depoe Bay.

#### § 32.20 GENERAL POWERS AND DUTIES.

Act in an advisory capacity to the City Council and City staff on matters pertaining to public recreation, parks, recreation/community center facilities, and open space, playgrounds, and music and entertainment as may from time to time be performed in the City's parks;

Aid in coordinating recreation and park services with any program of governmental agencies and voluntary civic organizations;

Review recreational services, facilities, and parks that exist or may be needed, and advise the City Council as needed;

Recommend to the City Council fees or charges to be paid by residents and nonresidents for use of city recreational facilities, or for participation in city recreational programs;

Gather community opinions, needs and perceptions regarding recreational opportunities and needs;

Make recommendations concerning beautification development and improvement of parks, shoreline, and recreation services;

Recommend policies on recreation and park service for approval of City Council;

Make studies and recommend rules and regulations for adoption by the City Council for the use and enjoyment of all public parks and recreational facilities;

Participate in the development and implementation of public events on behalf of the City and sponsored by the City and/or the Parks and Recreation Commission.

At the direction of the City Council, participate in the development and implementation of events primarily serving the residents of Depoe Bay, but these events shall not include the Salmon Bake, Fleet of Flowers, or the Crab Feed (including the Wooden Boat Show). Members are permitted to volunteer individually at these events.

At the direction of the City Council, recommend and support program policies relating to various community service functions of the City, including but not limited to, programs for youth, teens, seniors, and people with special needs.

## § 32.21 COMMITTEES.

The Commission shall have the authority to and may establish standing or ad-hoc committees as necessary to accomplish the purposes set forth in Section 1.2 herein. Committees may meet to discuss specific issues within the scope of responsibility for the Commission and to make recommendations for action by the Commission. Membership composition and terms shall be determined by the Commission for any committee created; however, no committee shall consist of more than two (2) Commission members, so as not to cause a majority of Commission members to serve on one (1) committee.

Members on a standing or ad-hoc committee shall be appointed by the president with the approval of a majority of the Commission members.

Committee(s) shall from time to time make reports, written or verbal, to the Commission.