

Murray County Parks and Recreation Advisory Commission By-Laws

Section 1. Name of the Commission

The name of the organization shall be the Murray County Parks and Recreation Advisory Commission.

Section 2. Mission

The mission of the Murray County Parks and Recreation Advisory Commission is to advise the Murray County Board of Commissioners on the best ways to create, sustain and preserve excellent parks, trails, and open spaces in order to enrich lives of Murray County residents and visitors by providing high quality recreation and education opportunities in harmony with natural resource preservation and stewardship.

Section 3. Purpose

The purpose for which the Murray County Parks and Recreation Advisory Commission is organized shall be to work as a team to:

1. Serve as an advisory Commission to the Murray County Board of Commissioners on parks and open space matters relating to planning, acquisition, restoration, development, operation, funding and protection of parks, trails and open space and recreation areas owned and operated by Murray County.
 - a. Study and determine the park, recreation and open space needs of the County providing recommendations to the County Commissioners in accordance with Minnesota Statutes 398.31 to 398.36.
 - b. Recommend annual priorities to the County Commissioners, with reference to the Murray County Capital Improvement Plan for Parks, Trails, and Open Space, for the acquisition, development, operation and maintenance of recreation areas, natural areas, facilities and programs.
 - c. Support the mission of the Murray County Parks Department.
 - d. To assist in publicizing the County Park systems to better inform the general public of the facilities available and the recreational opportunities.

Section 4. Authorization

The authorization for the establishment of this Murray County Parks and Recreation Advisory Commission is set forth under Minnesota Statutes, Chapter 398.36. Duties are delegated to the Parks and Recreation Advisory Commission by the Murray County Board of Commissioners and power pursuant to Minnesota Statutes, Chapter 398.31 to 398.36.

Section 5. Membership

1. The Parks and Recreation Advisory Commission shall consist of the following voting and ex-officio members who demonstrate or promote a strong sense of value and commitment to the Murray County Parks System:
 - a. Voting
 - i. Two (2) Murray County Commissioners
 - ii. Five (5) Citizen members, one from each County Commissioner's District
 - iii. Murray County Parks Director
 - b. Ex-officio

- i. One (1) Member recommended by the Murray County Economic Development Authority Board
 - ii. The Murray County Zoning Administrator
- 2. Term of Office. The term of the Citizen members of the Parks and Recreation Commission shall be for three (3) years, and shall be staggered so that no more than three members' terms expire in a given year. All regular terms shall expire December 31st.
 - a. Appointments and re-appointments shall be handled according to the policy established for County Board appointments by the Murray County Coordinator's Office.
 - i. Commission Vacancies shall be posted in the official newspaper allowing present members to reapply for reappointment and/or interested citizens to apply for appointment.
 - b. In the event of redistricting, Citizen members will serve out their terms.
- 3. Term Limits. All Citizen members shall not serve more than three (3) consecutive three (3) year terms. Murray County Commissioner members shall not serve more than nine (9) consecutive years. Upon completion of the terms, a member may be eligible for reappointment after one (1) year of non-membership.
 - a. To ensure that the terms are staggered, the charter Citizen members will have the following initial terms:
 - i. Commissioner District 1 and 2: 1-year term
 - ii. Commissioner District 3: 2-year term
 - iii. Commissioner District 4 and 5: 3-year term
- 4. Vacancy. Any vacancy in the membership shall be filled by the Murray County Board of Commissioners and such appointee shall serve for the unexpired term so filled.
- 5. Early Dismissal. Any member of the Parks and Recreation Commission who accumulates three (3) consecutive unexcused absences, or acts in a manner inappropriate to the duties of the Commission, may be recommended to the County Board for removal and replacement. An unexcused absence shall be defined as a member's absence from a meeting without giving prior notification of such absence to County Staff.

Section 6. Officers

- 1. Elections. Officers shall be elected at the first regularly scheduled meeting of the year. The Commission shall elect from its voting membership a chair, vice-chair, and a secretary who shall serve for a term of one year and shall have such powers as may be prescribed in the rules of said Commission.
- 2. Duties of the Chair. The Chair shall preside at all meetings of the Parks and Recreation Commission and shall have the duties normally conferred by parliamentary usage of such officers. The Chair shall work with the Parks Director to establish the agenda for the meetings.
- 3. Duties of the Vice-Chair. The Vice-Chair shall act for the Chair in his/her absence.
- 4. Duties of the Secretary. The Secretary shall keep records of attendance as well as the minutes and records of the Commission and other duties as are carried out by a Secretary. It is also the responsibility of the Secretary to provide draft copies of Advisory Commission Meeting Minutes to the Murray County Auditor for the County Commissioners.
- 5. Vacancies in office shall be filled immediately by regular election procedure.

Section 7. Murray County Parks Director

The Murray County Parks Director shall present recommendations from the Murray County Parks and Recreation Advisory Commission to the Murray County Board of Commissioners. The Director shall also be responsible for submitting per diem and mileage allowances for each eligible member of the Advisory Commission to the Payroll Department.

Section 8. Compensation

As compensation for attendance, each eligible member of the Advisory Commission shall be entitled to a per diem and mileage allowance for each meeting attended, at a rate established by the Murray County Board of Commissioners. An eligible member is defined as a member who is acting as a voting member for their district or the voting County Commissioner member and who is not receiving compensation or salary from his/her employer or organization for attending the Advisory Commission meetings.

Section 9. Changing & Amending

The Murray County Parks and Recreation Advisory Commission shall review these By-laws every two (2) years. The Advisory Commission may propose to add to, alter, amend, or repeal these By-laws. Proposed changes must be placed on the Parks and Recreation Advisory Commission agenda. A majority of members present is required to approve any proposed change(s). All proposed changes to the By-laws will be brought to the County Board of Commissioners for review and approval. The Murray County Board may, at any time, amend or repeal these By-laws, if it conflicts with the Board's stated objectives.

Section 10. Meetings

1. All meetings shall be open to the public, but will not be a public hearing. Testimony from non-Commission members will be allowed at the discretion of the Chairperson or by being placed on the Parks and Recreation Advisory Commission Agenda. Minutes will be prepared, with the draft minutes submitted to the Murray County Board of Commissioners and the County Coordinator.
2. Regular meetings will be held bi-monthly at least 6 times per year, or as deemed necessary. Special meetings may be scheduled by the Chair or a majority of duly appointed members. Meeting start times shall be set at the discretion of the Advisory Commission.
3. The Chair, through County Staff, shall give written notice of regular meetings of the Advisory Commission to each member at least seven (7) days before each meeting, including a copy of the Agenda. A copy of the Advisory Commission Agenda will be posted on the Bulletin Board of the Murray County Government Center.
4. All meetings shall follow Roberts Rules of Order, Simplified and Applied, unless otherwise specified and/or applicable.
5. A quorum consisting of a majority of duly appointed voting members shall be present at any meeting in which official action is taken. When a quorum does not exist, the members may proceed, but no business can be acted upon until ratified by a quorum of the voting members at the next meeting.