

**BYLAWS AND RULES OF PROCEDURE:  
THE PARKS AND RECREATION COMMISSION  
OF THE CITY OF SAINT PAUL**

(Adopted May 10, 1995)  
(Revised August 11, 1999)  
(Revised February 14, 2001)

**ARTICLE I**

THE PARKS AND RECREATION COMMISSION

- Section 1. NAME. The name of this commission shall be the Parks and Recreation Commission of the City of Saint Paul.
- Section 2. MISSION. The mission of this commission is to develop and preserve an outstanding system of parks, trails, and recreational programs for the City of Saint Paul. The commission recommends long-range, city-wide plans and policies to the Mayor, City Council, and Parks and Recreation staff. The commission advocates programs and decisions that improve the quality of life and natural resources of the city.
- Section 3. POWERS AND DUTIES. The function of this commission shall be to carry out the provisions of the 1990 Saint Paul City Council Resolution establishing the commission.
- Section 4. OFFICE OF THE COMMISSION: PLACE OF MEETING. The office of the commission shall be at ~~300~~400 City Hall Annex, Saint Paul, MN 55102, or such other place as the commission may from time to time designate by resolution. Regular and special meetings of the commission shall be open to the public and shall be held at locations as established by the commission; provided, however, that upon five days written notice to the commissioners of the place of such meeting, any regular or special meeting may be held at such place as the notice shall designate.

**ARTICLE II**

OFFICERS

- Section 1. OFFICERS. The officers of the commission shall be a chair and a vice-chair, and such others as from time to time are provided by official action of the commission.
- Section 2. ELECTION. All officers shall be elected at the annual Commission retreat. The Chair shall serve for no more than two consecutive one year terms. If at the end

of the second consecutive one year term no other Commissioner is nominated for the office of Chair, the Vice Chair shall succeed to that office. The Vice Chair shall serve a term of one year and until his or her successor is elected.

Section 3. NOMINATIONS. Nominations for office shall be permitted by individual members of the commission at the annual election meeting.

Section 4. TERMS. Officers shall serve one-year terms.

Section 5. VACANCY. Should an office become vacant, the commission shall elect a successor for the unexpired term of said office.

### **ARTICLE III**

#### **DUTIES OF OFFICERS**

Section 1. CHAIR. The chair shall have the duties and powers usually attendant upon the office of the chair and such other duties and powers as may be provided from time to time by the commission. The chair shall preside at all meetings of the commission if he/she is present. At each meeting, the chair shall make such reports to the commission as he/she may deem necessary or as may be required of the chair, and perform such other duties as are incident to the chair's office or are required by the chair by the commission. The chair, with assistance from the Superintendent-Director of Parks and Recreation, shall be responsible for submitting the commission's annual report to the Mayor and City Council.

Section 2. VICE-CHAIR. The vice-chair shall perform the duties of the chair in his/her absence or incapacity and/or because of death or resignation of the chair until a new chair is elected.

### **ARTICLE IV**

#### **MEETINGS**

Section 1. REGULAR MEETINGS. All business of the commission shall be conducted at regular meetings except as provided in Article IV, Section 2. Regular meetings shall be held on the second Wednesday-Thursday of each month, generally from 6:30 p.m. to 98:030 p.m., unless the same shall be a holiday, in which event an alternate meeting date may be set by the commission. The meeting shall be held at sites established by the commission unless a different location of said meeting is specified in the notice as provided in Section 3 of Article I. The Chair of the commission, along with the Superintendent-Director of Parks and Recreation, shall

determine the agenda for commission meetings. If the Chair and the ~~Superintendent-Director~~ of Parks and Recreation determine there is not sufficient business to warrant a regular meeting, the chair may cancel the meeting provided there is a three day notice.

- Section 2. SPECIAL MEETINGS. The commission at any regular meeting may provide for a special meeting to deal with a specific item of business that requires action before the next regular meeting of the commission. In the event of an emergency, a special meeting of the commission may be called by the chair or by any three commissioners by request to the commission staff who shall mail, personally deliver, or telephone all members notice of time and place of such meeting at least three days before the meeting. The notice shall state the time, place and purpose of the meeting, and no business shall be considered unless specified in the notice. (Upon unanimous consent of all members present at such meeting, any of the provisions of this section may be waived.)
- Section 3. QUORUM. The powers of the commission shall be vested in the commissioners thereof in office at any one time; a majority of whom shall constitute a quorum for all purposes, but a lesser number may adjourn a meeting from time to time until a quorum is obtained. When a quorum is present, action may be taken by the commission upon a vote of a majority of the commissioners present except as otherwise provided for in these bylaws.
- Section 4. ABSENCE FROM MEETINGS. Each member shall be responsible for notifying the commission chair or staff if ~~he/shethey~~ must be absent from a regularly scheduled meeting, indicating the reason for the necessary absence. The chair shall announce all absences at the beginning of each meeting. The chair may excuse members from meetings due to personal or work-related conflicts. In the event a member is absent from three regular meetings during the course of a year, unless excused by the chair of the commission, the chair shall recommend that the Mayor request the resignation of such member from the commission. In the event that a member has three or more excused or unexcused absences in a year, the chair shall consult with the member to determine his or her ability to serve fully on the commission.
- Section 5. MANNER OF VOTING. The voting on all questions coming before the commission may be voice vote called for by the chair. The vote shall be entered upon the minutes of each meeting. The chair and all members of the commission present shall be entitled to vote. A roll call on any question before the commission may be taken upon the demand of one or more members of the commission. A commissioner need not vote on all questions, but may abstain from voting.
- Section 6. COMMUNITY INPUT. The commission may designate a time on the agenda for community input. The total amount of time shall be determined and announced at the meeting, and the chair may limit individual presentations based on available

time. The commission will take no action on community input at the meeting presented, to allow time for the commission to do research, discussion and follow up, as needed.

## ARTICLE V

### COMMITTEES

- Section 1. COMMITTEE PARTICIPATION. All commissioners shall serve from time to time on committees. All committees shall have regularly scheduled meeting times. Each committee member shall be responsible for notifying the commission staff or committee chair if he or she must be absent from a regularly scheduled committee meeting. The chair may excuse members from meetings for personal or work-related conflicts. In the event a member is absent from three regular committee meetings, unless excused by the chair of the committee, the committee chair shall request that the Commission chair request that the member resign from the committee and may reassign ~~him~~/her/them to another committee.
- Section 2. STANDING COMMITTEES. The commission may establish standing committees which shall concentrate study in given areas and shall be kept informed by staff of studies and other matters relating to this area. Standing committees shall be appointed from time to time. The chair of the commission shall appoint the members of the committee including the chair. Each standing committee shall have regularly scheduled meeting times, but may meet depending on their work load.
- Section 3. SPECIAL COMMITTEES. Committees with a specific assignment may from time to time be established by the chair upon the suggestion of the Commission, Mayor, or City Council. The chair shall appoint such committees and the chair. In accordance with Chapter 107 of the Administrative Code, special committees may include non-commission members. Such committees will report to a designated Standing Committee of the Commission and shall be dissolved when their specific assignment is completed.
- Section 4. OUTSIDE COMMITTEES. The commission may be asked to send a representative to an outside committee dealing with a matter of interest or concern to the commission. The chair shall appoint representatives to these committees after consultation with the other commissioners. Commissioners appointed to outside committees shall report back to the commission as needed on the committee's actions and deliberations.

## ARTICLE VI

### RULES OF PROCEDURE

- Section 1. RULES OF PROCEDURE. The commission shall establish rules of procedure as necessary.
- Section 2. CONFLICT OF INTEREST. The provisions of chapter 100 of the Saint Paul Administrative Code shall apply to all final and advisory matters; provided, however, that notwithstanding the exemption in section 100.02 (b), restrictions on voting or participation in discussion shall apply to commissioners in both final and advisory actions. Where Commission action is advisory, declaration of conflict of interest may be made verbally at a Commission and/or committee meeting before deliberation on the issue for which the conflict arises; submission of the declaration in writing is not required.
- Section 3. AMENDMENT. The rules may be amended at any regular meeting of the commission provided that the proposed amendment shall have been mailed to the commission members at least 5 days before action is taken.
- Section 4. TEMPORARY SUSPENSION OF RULES. In special circumstances the commission may by a 2/3 vote of the members present at any meeting suspend the rules of procedures.

## ARTICLE VII

### PARLIAMENTARY AUTHORITY

- Section 1. ROBERTS-RULES-OF-ORDER. The rules in the current edition of ROBERTS RULES OF ORDER - Newly Revised shall govern the commission in all cases to which they are not inconsistent with these by-laws and any special rules of procedure the commission may adopt.
- Section 2. PARLIAMENTARIAN. The chair shall serve as parliamentarian.

## ARTICLE VIII

### AMENDMENT

- Section 1. PROCESS. These bylaws may be amended at any regular meeting of the commission provided that the proposed amendment shall have been mailed to the commission members at least 5 days before action is taken thereon.