

PARK AND RECREATION ADVISORY COMMISSION

City of Collinsville, Illinois

BY-LAWS

SECTION 1 – PURPOSE

The general purpose of the Park and Recreation Advisory Commission is to advise the Mayor, City Council, and City Staff on all matters relating to the parks and recreational offerings of the City of Collinsville, to make periodic and non-binding recommendations and reports to the City Council, and to perform such other duties as may be assigned by the City Council.

SECTION 2 – MISSION STATEMENT

The mission of the Park and Recreation Advisory Commission is to advise the Parks and Recreation Department in ways that elevate the quality of life and sense of community for all ages by providing programs, promoting health, and advancing the City's parks and open spaces.

SECTION 3 – ORGANIZATION

- A. The governing body of the Commission shall consist of seven (7) members who live within the City of Collinsville, appointed by the Mayor with advice and consent of the City Council. The body shall be known as the Park and Recreation Advisory Commission; hereafter referred to as PRAC.
- B. The PRAC shall serve without compensation. Actual expenses incurred by members in the performance of their duties are subject to approval by the City Council. Any member of the PRAC who has a conflict of interest in a matter before the PRAC shall not vote thereon, and shall not participate in that portion of meetings or hearings at which said matter is under consideration.
- C. Terms of all voting members of the PRAC shall be for a period of three (3) years.
- D. Any member may resign at any time. Upon a three-fourths majority vote, the PRAC may recommend that the City Council remove a member of the PRAC if the PRAC deems that member is guilty of moral turpitude, disruptive behavior, or other violation of the mission of the PRAC. The PRAC may recommend replacement of a member as a result of three absences within a year. Members are required to report when they will be absent, and the following will be considered an absence: 1) a member reports the absence 2) a member fails to report the absence, or 3) a member reports he/she will attend and then fails to show.
- E. In addition to the voting PRAC members, non-voting Ex-Officio members shall include the City's Director of Parks and Recreation. The Director of Parks and Recreation, or some other designee by the City Manager, shall serve as the Staff Liaison to the Commission, and shall have such duties as assigned by the City Manager or City Council.

SECTION 4 – OFFICERS

- A. The PRAC shall elect a Chairperson and Vice-Chairperson from its membership and adopt by-laws and regulations to govern its proceedings.
- B. The Chairperson shall oversee the affairs of the PRAC. The Chairperson shall preside at all meetings of the PRAC and shall appoint such committees and sub-committees, of such size as may be necessary, to carry out the purposes of the PRAC. The Chairperson shall be an ex-officio member of all committees and sub-committees.
- C. The Vice-Chairperson shall perform such duties as may be delegated by the Chairperson. In the absence or disability of the Chairperson, the Vice-Chairperson shall perform all duties and exercise all powers of the Chairperson.
- D. The City shall designate a staff person to record minutes at PRAC Meetings.

SECTION 5 – MEETINGS

- A. PRAC meetings shall be held on the third Tuesday of every other month 6:00 pm.
- B. A majority of the voting membership shall constitute a quorum for the transaction of business. A majority of those present may, by an affirmative vote, pass motions and recommend the adoption of resolutions.
- C. The Chairperson shall determine the rules of decorum. The rule of majority shall apply.
- D. Special meetings may be called by the Chairperson, or by any three (3) members, with no less than forty-eight (48) hours' notice to each member.

SECTION 6 – AMENDMENT OF BY-LAWS & REGULATIONS

The rules and regulations of organization and procedure may be amended at any regular meeting or special meeting by a majority vote of those present, upon presentation of the changes to all PRAC members.