

**BYLAWS OF THE
PARKS AND RECREATION ADVISORY COMMITTEE
BROOMFIELD, COLORADO**

ARTICLE 1 – OFFICERS

1. The Parks and Recreation Advisory Committee (Committee) shall organize and elect a chair and vice-chair from among the appointed members annually. The chair shall be eligible for re-election. The recording secretary to the Committee shall be provided by the Director of Recreation Services.
2. The chair shall preside at all meetings and public hearings of the Committee and shall decide all points of order or procedure and shall transmit reports and recommendations of the Committee.
3. The vice-chair shall assume the duties of the chair in the chair's absence.
4. The recording secretary shall keep the minutes of the Committee, shall send out mail notice of regular meetings of the Committee, shall give two days notice of all meetings, carry on routine correspondence, and maintain files of the Committee.
5. The chair shall be a voting member.

ARTICLE II – MEETINGS

1. The regular meetings of the Committee shall be held on an “as needed” basis and will meet at a designated place with due notice. The Committee will hold a regular meeting at least twice annually. Meeting dates will be determined at each meeting in accordance with the needs of the Committee and the schedules of the members. Regular meetings shall normally start at 6:30 p.m. and adjourn at or before 10:00 p.m.
2. The Committee shall hold a joint meeting at least once annually with the Open Space and Trails Advisory Committee for purposes of coordination.
3. Any request for a special meeting of the Committee shall be first cleared through the chair of the Committee. If the chair considers any such requested special meeting essential, the chair will notify in writing, the other members of the Committee no less than seven days prior to the date of said requested special meeting. In the event the chair cannot be contacted, the mayor or city manager will have the option of calling a special meeting of the Committee subject to the aforementioned seven day notice in writing. No action may be taken at any special meeting except as is otherwise provided for by city ordinances.
4. A quorum shall consist of five members of the Committee.
5. Reports and recommendations of the Committee submitted to the City Council must be approved by a majority of the members of the Committee present and voting.
6. No change shall be made to the Bylaws of the Committee without the affirmative vote of two-thirds of all members of the Committee.
7. The order of business at all regular meetings shall be as follows:
 - a) Roll Call
 - b) Citizens' Comments
 - c) Staff Reports
 - d) Approval of Minutes
 - e) Unfinished Business
 - f) New Business, unless change agreed to by majority vote.

Bylaws
Broomfield Parks and Recreation Advisory Committee

8. All meetings of the Committee are open to the public.
9. Where no provisions are specifically made in these Bylaws, *Roberts Rules of Order Newly Revised* shall be used.
10. Members with a conflict of interest should petition to abstain from voting. The chair may request a vote on an abstention.

ARTICLE III – COMMITTEE AND SUB-COMMITTEES

1. The Committee may establish such sub-committees as it deems advisable and assign each sub-committee specific duties or functions.
2. The chair of the Committee shall designate the members of each sub-committee and shall name the chair of each committee. The chair shall fill vacancies on committees as they are created.

ARTICLE IV – RECORDS

1. The recording secretary shall maintain a file of all studies, plans, reports, and recommendations made by the Committee in the discharge of its duties and responsibilities.
2. All records of the Committee shall be a public record.

Approved: 10/25/99 – by unanimous vote of all committee members
Amended: 2/14/00 – by unanimous vote of all committee members
Amended: 11/17/04 – by unanimous vote of all committee members