

Memorandum 14-083 Parks and Recreation Advisory Commission Bylaws Amendment for Meetings and Committees

Memorandum ID: 14-083
Memorandum Status: Backup

Memorandum 14-083

TO: MAYOR WYTHE AND CITY COUNCIL

FROM: PARKS AND RECREATION ADVISORY COMMISSION

THRU: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: APRIL 29, 2014

SUBJECT: AMENDING THE COMMISSION BYLAWS TO ADDRESS CHANGES TO ITEM C. MEETINGS, ITEM D. COMMITTEES AND ITEM F, SPECIAL MEETINGS

BACKGROUND

At the regular meeting of March 20, 2014 this item was on the agenda for introduction and was approved by the commission. These amendments to the bylaws were approved at the regular meeting on April 17, 2014. Following is the excerpt of the minutes regarding these changes to the commission bylaws.

Excerpt from the minutes of the March 20, 2014 Regular Meeting:

B. Amending the Commission Bylaws to Amend the Meeting Schedule, Establishing Committees and Holding Special Meetings

Ms. Krause explained that the commission made a motion to amend the meeting schedule and now the commission's bylaws needed to be amended which required two meetings. It is sort of like a public hearing for ordinances, introduced at one meeting and voted on at the second. Ms. Krause confirmed that a motion was required.

LILLIBRIDGE/LOWNEY - MOVE TO AMEND THE COMMISSION BYLAWS TO REFLECT THE PROPOSED CHANGES TO CREATION OF COMMITTEES ONLY WITH CITY COUNCIL APPROVAL, KEEPING THE ABILITY TO SCHEDULE SPECIAL MEETINGS AS REQUIRED AND NOT HAVING A REGULAR MEETING IN JANUARY AND JULY.

There was a brief discussion on the intended changes and whether they would apply to the meeting schedule this year.

VOTE. YES. ROEDL, LOWNEY, STEFFY, LILLIBRIDGE.

Motion carried

Excerpt from the minutes of the April 17, 2014 regular Meeting:

PENDING BUSINESS

A. Amending the Commission Bylaws to Amend the Meeting Schedule, Establishing Committees and Holding Special Meetings.

Chair Steffy noted that the proposed amendments are as follows:

To Reduce Commission Annual Meetings to Nine - Currently the commission does not meet in December and the months of January and July would be additional months that the commission does not meet.

To Amend the Ability of Committees to Be Formed without the Approval of City Council - Currently the commission has the ability to form committees to address issues or special projects as determined by the Commission. Due to problems with established short term committees established to address specific issues or projects going beyond their purview it has been decided that City Council must approve any requests for formation of a committee.

Commissioner Brann inquired that all they needed was to make the motion. Ms. Krause confirmed that was the action required.

BRANN/LOWNEY - MOVED TO AMEND THE PARKS AND RECREATION ADVISORY COMMISSION BYLAWS TO AMEND THE MEETING SCHEDULE AND ESTABLISHING COMMITTEES AS OUTLINED IN THE DOCUMENTS.

There was a brief discussion.

VOTE. YES. ARCHIBALD, BRANN, LOWNEY, MACCAMPBELL, STEFFY.

Motion carried.

Recommendation: Approve the request to amend the Parks and Recreation Advisory Commission Bylaws to reflect changes to the annual meeting schedule, adding the months of January and July to the months the commission will not be meeting and that committees will only be established by Council via a resolution.

Related Resolutions **Memorandum - Related Resolutions:** [Resolution 14-056 Amending Parks and Recreation Advisory Commission Bylaws for Regular and Special Meetings and Committees](#)

Related Ordinances **Memorandum - Related Ordinances:** [Ordinance 14-24 Amending HCC 2.68.030 Proceedings of Commission, to Change the Meeting Schedule of the Parks and Recreation Advisory Commission](#)

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Source URL (retrieved on 2015-03-01 07:03):

<http://www.cityofhomer-ak.gov/memorandum/memorandum-14-083-parks-and-recreation-advisory-commission-bylaws-amendment-meetings-and->