

## CITY OF RAWLINS

### PARKS AND RECREATION ADVISORY COMMITTEE BYLAWS Passed, Approved and Adopted by the Rawlins City Council on June 18<sup>th</sup>, 2024

#### ARTICLE ONE

The name of this organization shall be the Parks and Recreation Advisory Committee, hereinafter referred to as the “Committee.”

#### ARTICLE TWO – PURPOSE

The Committee understands the purpose of this organization shall be to provide services as described in Wyoming Statutes and/or City Ordinances and to establish a reciprocal advisory exchange forum that will give City staff direct access to the advice and counsel from the members of the Committee on matters relating to the Parks and Recreation Department. The Committee will provide written comments, recommendations, and reports to the Rawlins City Council, hereinafter referred to as the “Council.” The Committee is also invited to comment at City Council meetings.

#### ARTICLE THREE – REGULATION

The regulation of the business and conduct of the affairs of the Committee shall be determined by Resolution of the Council, by these bylaws and by amendments that may be adopted by the Council.

#### ARTICLE FOUR – COMMITTEE APPOINTMENT

##### Section 1.

The Committee shall consist of no more than 9 members, consisting of a maximum of seven (7) adult members. In addition, the Committee may consist of one (1) high school representative and one (1) middle school representative. The Committee may also consist of two (2) youth alternate members, one (1) alternate member for the middle school representative and one (1) alternate member for the high school representative positions. All members and alternates shall reside within fifteen (15) miles of the corporate limits of the City of Rawlins. Alternate youth members become voting members during meetings when appointed youth representative members are absent, but shall be able to participate in all discussions of the Committee. The Committee shall be appointed by the Mayor, by and with the approval of a majority vote of all members of the Council.

##### Section 2.

The adult members of the Committee shall be appointed for staggered terms of one (1), two (2), and three (3) years. Reappointment or newly appointed terms, once the initial staggered terms are concluded, will be for one (1) three (3) year term. Youth representatives will serve for one (1)-year terms which coincided with the coming school year (for example 2024-2025), with terms beginning and expiring on July 1 of each year. A member may be removed for cause by the Mayor, by and with the consent of a majority of all of the Council. Vacancies occurring other than through the expiration of the term shall be filled for the unexpired term by the Mayor, by and with the approval of a majority vote of all members of the Council.

##### Section 3.

Members of the Committee shall serve without compensation, except for reimbursement or payments of reasonable and actual expenses budgeted and recommended by the Committee and approved by the Council.

#### ARTICLE FIVE - MEETINGS

##### Section 1.

The Committee shall hold at least four (4) meetings each quarter at such time and place as fixed by the Committee. Public notice shall be given of all Committee meetings.

##### Section 2.

The order of business at meetings shall be as follows:

- A. Call to Order, Pledge of Allegiance
- B. Roll Call
- C. Approval of Agenda
- D. Citizen Participation/Correspondence

- E. Approval of Minutes
- F. New Business
- G. Items from the Committee
- H. Adjournment

**Section 3.**

Meetings of the Committee shall be open to the public, as described in the Wyoming Open Meetings Law (W.S. 16-4-401 et. seq.) except meetings as described by Wyoming Statutes that may be closed to the public. All Executive Sessions must be approved and attended by a representative of the City Attorney's Office. Special meetings may be called with notice to the public and members as provided in Wyo. Stat. 16-4-404(b) and with the knowledge of the City Attorney.

**Section 4.**

A majority of the Committee shall constitute a quorum for the transaction of business.

**Section 5.**

An affirmative vote of a majority of a quorum of the Committee shall be necessary to take any action or authorize any recommendation or comment to be certified to the Council. All members, including the Presiding Member; shall have a vote and shall vote when present, except that any member shall automatically be disqualified from voting on any decisions in which there may be a conflict of interest.

**Section 6.**

More than three (3) unexcused absences, as determined by the Committee, will be reported to the Council and is cause for removal from the Committee.

**Section 7.**

Meetings of the Committee, including time and location, shall be posted on the City's website and posted within the Rawlins Family Recreation Center with a minimum of five (5) day's notice. Agendas shall be provided to members of the Committee at least five (5) business days prior to the regular meetings.

**Section 8.**

- A. The Committee shall organize annually, including election of officers, at the first regular meeting of the calendar year.
- B. The Committee shall elect a president, a vice president, a secretary and other officers as deemed necessary.
- C. The President shall preside at all meetings and public hearings of the Committee, shall decide all points of order or procedure, shall clarify recommendations to the City Council, and shall transmit reports and recommendations of the Committee to the City Council. The President may authorize any Committee member or staff member to certify recommendations.
- D. The Vice President shall assume the duties of the President in the President's absence.
- E. The Secretary shall be responsible for keeping the minutes of the Committee meetings, sending agendas to the members of the Committee, carrying out routine correspondence, maintaining the records of the committee, except those records pertaining to finance, which are the responsibility of the City Finance Director, and performing such other duties as the Committee may require. Upon concurrence of the Parks and Recreation Director, a member of the Recreation Department may serve as the Committee Secretary.

**Section 9:**

Committee members may participate in any meeting by means of conference telephone, internet, or similar communication if all persons participating in such meeting, including the public, can hear one another for the entire discussion of the matter being considered and the public can read or otherwise discern meeting discussion contemporaneously. Participating in a meeting pursuant to this section shall constitute presence in person at such meeting. The minutes of the meeting shall reflect the nature of the presence of each person participating, if participation is by conference telephone, internet, or similar communication.

**ARTICLE SIX – MISCELLANEOUS PROVISIONS**

**Section 1:**

It shall be the function and duty of the Committee working closely with the Parks and Recreation Department, to advise the Council on the City’s Parks and Recreation Department’s short term and long-term planning.

**Section 2:**

The Committee shall recommend reasonable rules and regulations for the Parks and Recreation Department.

**Section 3:**

The Committee may conduct public hearings on the priorities of parks and recreation and methods of achieving these priorities at times and places determined by a majority of the Committee.

**Section 4:**

The Committee may establish sub-committees within the Committee membership as necessary to complete their Committee Purpose (as described in Article Two – Purpose), so long as there does not constitute a quorum outside a public meeting.

**ARTICLE SEVEN – FINANCE AND MONTHLY REPORTS**

All monies received through grants, gifts and other sources for the use of and for the benefit of the Parks and Recreation Department shall be deposited with the City of Rawlins Finance Department. A report or meeting minutes shall be submitted to City Council on a monthly basis. All records of the Committee shall be available for public review.

**ARTICLE EIGHT – JOINT VENTURES**

The Committee may join with other agencies of the State of Wyoming and the County of Carbon in joint ventures to form regional activities by resolution of this Committee with the prior approval of the Rawlins City Council.

**ARTICLE NINE - AMENDMENTS**

These bylaws may be amended by recommendation of this Committee to the Rawlins City Council or by the Council directly by resolution.

**ARTICLE TEN - REPLACEMENT**

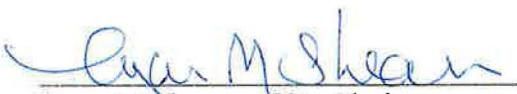
These bylaws shall repeal and replace all other rules of procedure, bylaws previously adopted or abided by. The revisions made to these bylaws were approved at a meeting of the Rawlins City Council held on the 18<sup>th</sup> day of June, 2024 Copy of such bylaws shall be maintained in the office of the Rawlins City Clerk.

***PASSED, APPROVED, AND ADOPTED*** this 18<sup>th</sup> day of June, 2024.

CITY OF RAWLINS, a  
Wyoming Municipal Corporation.

  
Terry L Weickum, Mayor

ATTEST:

  
Lynn M Shearer, City Clerk

**RESOLUTION NO 6 - 2024**

**A RESOLUTION FOR THE PASSAGE, APPROVAL, AND ADOPTION OF THE  
PARKS AND RECREATION ADVISORY COMMITTEE BY-LAWS AMENDMENTS**

**WHEREAS**, the Governing Body of the Rawlins City Council recognizes the importance of the Parks and Recreation Advisory Committee; and

**WHEREAS**, the Parks and Recreation Advisory Committee has worked cooperatively with the City Staff and the City Attorney in drafting these by-laws to the City of Rawlins for approval: and

**WHEREAS**, the Governing Body of the city of Rawlins approves and adopts by-laws for the Parks and Recreation Advisory Committee.

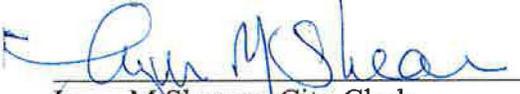
**NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF RAWLINS, CARBON COUNTY, WYOMING** that the attached by-laws of the Parks and Recreation Advisory Committee, consisting of three (3) pages, are hereby passed, approved, and adopted and shall hereby become the by-laws to be utilized by the Parks and Recreation Advisory Committee henceforth.

**PASSED, APPROVED, AND ADOPTED** this 18<sup>th</sup> day of June, 2024,

CITY OF RAWLINS, a  
Wyoming Municipal Corporation.

  
\_\_\_\_\_  
Terry L. Weickum, Mayor

ATTEST:

  
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Lynn M. Shearer, City Clerk

