

(April 9, 2019)

BY-LAWS OF THE PARKS AND RECREATION ADVISORY COMMITTEE

Section I. Lowell Parks and Recreation Advisory Committee

- a. There shall be a Parks and Recreation Committee which shall consist of seven (7) members of which five (5) shall be voting members and two (2) shall be alternates each appointed to three (3) year terms. Three members' terms expire each year, so that the staggered terms provide for continuity of leadership and experience while allowing for new members with fresh ideas. Terms shall run from January 1 in the year appointed to December 31 of the expiration year. All members shall be current residents of Lowell or City of Lowell business owners and will apply to the City Council. Any member seeking reappointment must submit an updated application that addresses the willingness to serve an additional term. The Parks and Recreation Director, or a designee appointed by the City Manager, will serve as City Staff Liaison, and one (1) member of the City Council will be appointed annually to serve as Committee Liaison to the Parks and Recreation Advisory Committee. If a Committee member resigns during their term, the alternate with the longest service will finish out the term of that member, and a new alternate will be appointed by the City Council to finish out the alternate position's term
- b. Committee members shall serve without monetary compensation but shall be entitled to reimbursement for expenses incurred in the performance of official duties relating to professional meetings, conferences, and workshops, with such reimbursement made to the same extent as according to the policies applicable to city employees.

Section II. Parks and Recreation Committee; Meetings

- a. The Committee shall hold regular meetings each month of the year. The City Manager, the Chairperson or the Vice-Chair may call special or emergency meetings, provided that notice is given to all members, the press, and other persons in accordance with the Open Meetings Law.
- b. A quorum for the Committee shall consist of the number of members equal to a majority of the non-vacant seats on the Committee.
- c. All official actions of the Parks and Recreation Committee shall be taken by majority vote, a quorum being present.
- d. Minutes shall be kept of all Committee meetings and a copy thereof shall be made available to City Hall within fifteen (15) days after the date of the meeting for which the minutes are furnished.
- e. Attendance shall be kept at all held meetings. Any member missing more than two successive meetings automatically loses their status as a committee member until reappointed or replaced by the City Council.

Section III. Parks and Recreation Committee; Officers and Duties

- a. Officers of the Committee shall be a Chairperson, a Vice-Chair, and a Secretary.
- b. The Chairperson shall be selected annually by a majority vote from the Committee members. Once selected, a chairperson is eligible to be reappointed for up to two additional consecutive year terms.
- c. The Committee shall annually select a Vice-Chair, who is eligible for reappointment in the same manner as the Chairperson. The Vice-Chair shall perform the duties of the Chairperson if he is absent. When both the Chairperson and Vice-Chair are absent, those members present shall select a temporary chairman.
- d. The Secretary shall record minutes of meetings and be responsible to deliver copies of official reports and minutes to all members. Minutes shall be kept of all Committee meetings and a copy thereof shall be made available to City Hall within fifteen (15) days after the date of the meeting for which the minutes are furnished

Section IV. Parks and Recreation Committee; Powers and Duties

The purpose of the City of Lowell Parks and Recreation Advisory Committee is to perform studies, to make recommendations on recreation policy and grant activities, ~~to commission recreation and park studies,~~ and to offer advice and assistance to the City Council City Parks and Recreation Department and others, as necessary. ~~or as requested on the development of parks and recreation plans and activities with the City of Lowell.~~ These duties will include:

1. To ~~investigate and~~ determine the needs, interests and goals of the community for recreation facilities and programs and make recommendations to the City Council to meet those needs and goals.
2. ~~To assist in public education and outreach regarding inform and educate the general public of~~ the importance and need for park and recreation programs, greenways, facilities and services.
3. To make recommendations to the City Council on acceptance of public dedication of land or fee in lieu of the dedication of land for park, recreation and open space as required by the City of Lowell Land Development Code.
4. To seek and make recommendations on the acceptance of grants, gifts, bequests, donations and personal or real property for park, greenway, and recreation purposes.
5. ~~To assist the City in developing cooperative arrangements with other organizations and private groups, when it will further the objective of providing more and varied kinds of park and recreation programs for the citizens of the community.~~
6. To assist the City in recruiting voluntary leadership staff to work with park/recreation facilities, programs and activities.

7. To assist in matters relating in maintaining the highest standards in park development and operation, park/recreation leadership and in well-balanced programs.
8. To assist in developing a comprehensive master plan to meet the present and future needs for programs, services, park facilities, open spaces and trails and to advise in developing priorities for each of these.
9. Upon request, recommend approval of Rules and Procedures pertaining to the use of public parks and facilities including suggested fees and charges.
10. To be active participants in fundraising efforts for City Festivals and Events.
11. For capable committee members to volunteer time at City Festivals and Events to assist the Parks and Recreation Staff if needed.